

JOB

DESCRIPTION

DIETARY AIDE

NAME:_____

DATE OF HIRE:_

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to perform assigned duties in the Dietary Department in accordance with established procedures and as directed by your supervisor, to assure that a successful, viable dietary program is maintained at all times.

DELEGATION OF AUTHORITY

As Dietary Aide, you are delegated the administrative authority, responsibility and accountability necessary for carrying out your assigned duties.

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position.

MAJOR DUTIES AND RESPONSIBILITIES

Responsible for setting up dishwasher, washing resident dishes, utensils, flatware, trays, etc. ..

Kitchen will be maintained in a safe and sanitary manner observing infection control guidelines. Equipment used in job duties will be cleaned per instructions.

Follow directions of the Dietary Supervisor or acting supervisor.

Dietary Aide will report to work as indicated on schedule.

Dietary Aide will have hair net and wash hands per handwashing policy and procedure.

Dietary Aide will assist with the serving of meals on tray line.

Dietary Aide will prepare food/drink items as directed by the supervisor/designee.

Dietary Aide can gather trash containers: and carry it outside to trash dumpster

·Replace chemical in dishwasher as needed.

May be required to prepare nourishment/snacks and deliver to nursing stations as directed by Supervisor/designee.

Dietary Aide will properly label and date all beverages, nourishment's and snacks per Instructions.

Dietary Aide will sort and organize tray cards for tray line.

Dietary Aide will receive and put away stock, rotating stock per instructions.

STAFF DEVELOPMENT

Attend and participate in in-service educational classes and on the job training programs as schedules.

Attend and participate in workshops as approved by supervisor.

SAFETY AND SANITATION

Report all malfunctions or breakdowns to your supervisor as soon as possible.

Ensure supplies have been replenished in work areas as necessary.

Assure that work areas are clean before leaving such areas on breaks or end of work day.

RESIDENT RIGHTS

Maintain confidentiality of all pertinent resident care information to assure resident rights are protected.

Knock before entering a residents room.

WORKING CONDITIONS

Works in Dietary areas as well as throughout the facility.

Stands, bends, sits, lifts, and moves intermittently during working hours.

Is subject to cuts, bruises, falls, odors, etc .. throughout the work day.

Is subject to hostile and emotionally upset residents, family members, personnel, visitors; etc ..

EDUCATIONAL REQUIREMENTS

High School diploma or equivalent.

EXPERIENCE

On the job training provided in the Dietary Department.

SPECIFIC REQUIREMENTS

Must be able to read, write, speak, and understand the English language.

Possess the ability to make independent decisions when circumstances warrant such action.

Must possess the ability to deal tactfully with co-workers, residents, visitors and the general public.

Ability to minimize waste of supplies.

Be able to follow oral/written instructions.

**PHYSICAL AND SENSORY REQUIREMENTS
(With or Without the Aid of Mechanical Devices)**

Must be able to move intermittently throughout the work day.

Must be able to read/speak English in an understandable manner.

Must be able to cope with the mental and emotional stress of the position.

- 4 Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that requirements of this position can be fully met.

Must be able to lift, push, pull and move equipment and supplies in excess of 50 pounds.

Must be able to assist in the evacuation of residents.

ACKNOWLEDGMENT

I have read this job description and fully understand the requirements set forth herein. I hereby accept the position of Dietary Aide and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to AIDS and the Hepatitis B viruses and that the facility will make available to me, free of charge, the Hepatitis B vaccination.

DATE

Signature - Dietary Aide

DATE

Signature - Dietary Supervisor