

DIETARY AIDE

DEPARTMENT: Dietary
SUPERVISOR: Dietary Services Director

FLSA STATUS: Non-exempt
DATE: July 1, 2018

DUTIES AND RESPONSIBILITIES

The Dietary Aide performs designated work and cleaning routines for the Dietary Department i.e. set up tables and trays; serve and remove trays from dining room; clean dietary work area; stock and store food, dishes, and supplies. Is accountable to the Dietary Services Director and in absence of Dietary Services Director is accountable to the Cook.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

ESSENTIAL FUNCTIONS:

1. Serves meal to residents at meal times.
2. Assists in food preparation (e.g. peeling carrots, potatoes, making salad, desserts)
3. Portions and places food servings on plates and trays according to diet list on menu cards.
4. Inspects trays for completeness and conformity to prescribed card to insure appropriate meals and snacks are given to residents, especially those with therapeutic diet plates.
5. Reads and follows tray cards and written diet orders accurately.
6. Meets scheduled meal and snack times.
7. Sets tables with utensils, glasses, napkins and condiments.
8. Resets tables for next meal.
9. Prepares milk, juice, coffee, tea and water for residents at meal times.
10. Fills and turn on steam table.
11. Collects and stacks dirty dishes on cart and return to kitchen.
12. Scrapes, washes, and racks dishes either for dishwasher or manual cleaning. Dries and puts away dishes, glasses, trays, utensils, pots and pans (this includes inspecting for damage such as chips and cracks, de-staining dishes).
13. Operates kitchen equipment (dishwasher, garbage disposal, microwave, coffee maker, ice machine, blender, food processor, meat slicer, and mixer if 18 years of age) in a safe manner.
14. Cleans and sanitizes a variety of equipment and surfaces in the food preparation and service areas (e.g. fridge, freezer, stove, dishwasher, sinks, floors, spills, walls, storerooms, tables, cabinets, appliances).
15. Wears gloves or uses utensils to handle food.
16. Uses good hand washing techniques.
17. Collects and places garbage and trash in designated containers.
18. Must maintain sanitation and safety standards which involved established procedures (e.g. food handling, appropriate cleaning agents, water temperature, and frequency).
19. Follows cleaning schedules and perform cleaning duties as scheduled weekly, daily, monthly and signs off when completed.
20. Follows Federal and State long term care regulations and Dietary Department policies and procedures
21. Moves deliveries of stock from storage to kitchen area and puts them away.
22. Attends in-service educational programs

23. Reports any unsafe or malfunction equipment,
24. Reports to Nurse observations made during the course of one's regular duties of changes to residents appearance, behavior and mobility.
25. Performs related duties as assigned or as the situation dictates.

Risk Exposure Categories:

- 1=Tasks may involve exposure to blood/body fluids.
- 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3=Tasks do not involve any risk of exposure to blood/body fluids.

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Never 0 hours	Occasionally (1-33%) .1 – 2.6 Hours	Frequently (34-66%) 2.7 – 5.2 Hours	Continuously (67-100%) 5.3+ Hours
Standing/Walking:				X
Sitting:		X		
Lifting /Carrying 0-10 lbs.		X		
Lifting/Carrying 11-20 lbs.		X		
Lifting/Carrying 21-25 lbs.		X		
Lifting/Carrying 26-50 lbs.		X		
Lifting/Carrying 51-70+ lbs.	X			
Pushing/ Pulling 0-10 lbs.		X		
Pushing/Pulling 11-20 lbs.		X		
Pushing/Pulling 21-25 lbs.		X		
Pushing/Pulling 26-50 lbs.		X		
Pushing/Pulling 51-70+ lbs.	X			
Climbing/Balancing:		X		
Stooping:		X		
Squatting:		X		
Kneeling:		X		
Reaching:			X	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe residents				X
Color Perception: (Red, Green, Amber)			X	
Animals/Plants		X		

MENTAL/REASONING REQUIREMENTS

Reading Simple Writing – Complex Analysis/Comprehension
 Reading-Complex Clerical Judgement/Decision Making
 Writing – Simple Basic Math Skills

EXPOSURES

Airborne particles Explosives Muscular Strain Temperature
 Caustics Fumes Noise Toxicants
 Chemicals High places Odors Vibration
 Electrical Current Moving Parts Physical abuse Vision strain
 Slippery Floors Weather

WORK AREA AND ENVIRONMENT

Kitchen, dining areas, and all other areas of the dietary department

QUALIFICATIONS

Education: High school diploma or equivalent.

Experience: Experience in food preparation and service preferred.

License/Certification/Registration: Complete Serv Safe Course

Job Knowledge: Ability to read and write English, perform routine food preparation, follow time schedules, maintain sanitary procedures and operate kitchen equipment.

Standards: Knowledge of and ability to meet regulations of: Centers for Medicare and Medicaid Services (CMS); State Health Department; State Food Codes; OSHA, Life Safety Codes; Facility Policies and Procedures

BASIC REQUIREMENTS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.