

Position Title: Dietary Aide

FLSA Status: Non-exempt

Reports to: Food Service Coordinator

Pay Grade: 4

Department: Vernon Manor – Food Service

## I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position provides assistance in all dietary functions as directed or instructed in accordance with established policies and procedures.

## II. Essential Duties and Responsibilities

- Prepares food, etc., in accordance with sanitary regulations as well as our established policies and procedures.
- Develops and maintains a good working rapport with department personnel as well as other departments within the facility to assure that food service can be properly maintained to meet the needs of the residents.
- Creates and maintains an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the department.
- Assures that safety regulations are followed at all times by all personnel.
- Serves meals that are palatable and appetizing in appearance.
- Assists in serving meals, and on a timely basis.
- Participates and assists in departmental studies and projects as assigned by the Food Service Coordinator, or as may become necessary.
- Serves food in accordance with established portion control procedures.
- Maintains confidentiality of all pertinent resident care information to assure resident rights are protected.
- Works with the Food Service Coordinator as necessary and implements recommended changes as required.
- Assures that established Infection Control policies and procedures are followed by all department personnel as required.
- Reviews complaints and grievances and makes necessary oral and written reports to the Food Service Coordinator.
- Assures that food and supplies for the next day are readily available.
- Assists in inventorying and sorting in-coming food, supplies, etc., as necessary.

- Assists in daily or scheduled cleaning duties in accordance with established policies and procedures.
- Assures that all dietary procedures are followed in accordance with established policies and procedures.
- Assures that the department is maintained in a clean and safe manner by assuring that necessary equipment and supplies are maintained to perform such duties and services.
- Reports all hazardous conditions and equipment to the Food Service Coordinator immediately.
- Reports all accidents and incidents as established by department policies.
- Assists in maintaining food storage areas in a clean and properly arranged manner at all times.
- Assists in food preparation for special meals or parties, etc.
- Cleans work areas, tables, chairs, coolers, freezers, storage area, etc., as required
- Sweeps and mops floors as directed.
- Carries soiled utensils, etc. to wash area.
- Returns clean utensils to proper storage areas.
- Washes and cleans utensils as directed.
- Carries out garbage and keeps work areas clean, dry and free of hazardous equipment, supplies, etc.
- Sets up meal trays, food carts, dining room, etc., as instructed.
- May assist cook in preparing meals.
- Assists in checking diet trays before distribution.
- Obtains supplies for the next day.
- Delivers food carts, trays, etc., to designated areas.
- Serves food in dining room as instructed.
- Performs dishwashing/cleaning procedures; assures that utensils, etc., are readily available for next meal.
- Removes food trays from carts, dining rooms, etc., and takes to dishwashing area.
- Prepares and delivers snacks, etc., as instructed.

### III. Related Job Functions

- Performs related work as required or directed.

### IV. Physical Demands

- Works in well-lighted areas.
- Sits, stands, bends, lifts and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, family members, personnel, visitors, etc., under all conditions and circumstances.

- Is subject to hostile and emotionally upset residents, family members, etc.
- Communicates with nursing personnel.
- Is willing to work beyond normal working hours, and in other positions temporarily, when necessary.
- Is subject to sudden temperature changes when entering refrigeration.
- Attends and participates in continuing educational programs.
- Is subject to falls, cuts, burns from equipment, hot foods, infectious diseases, odors, etc., throughout the work day.
- May be exposed to hot/cold temperatures in kitchen and storage areas.
- Is able to bend, stoop, lift, stir and move intermittently throughout the work day.
- Is able to speak the English language in an understandable manner.
- Is able to cope with the mental and emotional stress of the position.
- Possesses sight/hearing senses, or, or uses prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Functions independently, has flexibility, personal integrity, and the ability to work effectively with residents, personnel and support agencies.
- Is in good general health and demonstrates emotional stability.
- Is able to relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
- May be required to lift equipment, supplies, etc.

#### V. Education and Training Requirements

- Possesses, as a minimum, a 10<sup>th</sup> grade education. Has some experience assisting with large quantity cooking or serving of food.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.