



JOB DESCRIPTION – DIETARY AIDE

Job Title: Dietary Aide	Reports To: Dietary Manager
Certifications required: None	Experience required: None – on the job training
Education required: 8 th grade level	Pay Rate: \$ 10.00/hour
Shift: shifts available 7 days a week 5:00am-1:00pm 1:00pm-7:00pm	
Language required: Basic English or Basic Spanish <u>Basic</u> – not fluent but can understand most words and is able to communicate with others. <u>Fluent</u> - can read, write, and speak English at a 5 th grade equivalent or higher level. <u>Proficient</u> - can read write and speak at a 12 th grade equivalent or higher level.	

Job Summary:

The primary purpose of this position is to provide assistance in all food functions as directed/instructed and in accordance with established food policies and procedures.

Essential Job Functions

Administrative Functions	<ul style="list-style-type: none"> • Inspect special diet trays to assure that the correct diet is served to the resident. • Assist in establishing a food service production line to assure that meals are prepared on time. • Review menus prior to preparation of food. • Ensure that all food procedures are followed in accordance with established facility policies. • Report occupational exposures to blood, body fluids, infectious materials and hazardous chemicals to the Certified Dietary Manager.
Food Service Function	<ul style="list-style-type: none"> • Sweep and mop floors as directed. • Deliver food carts, trays, etc., to designated areas. • Prepare food in accordance with standardized recipe, planned menus and special diet orders. • Prepare and serve meals that are palatable and appetizing in appearance. • Prepare and serve substitute foods to residents who refuse foods served. • Be sure that appropriate equipment and utensils are provided with the resident's meal tray. • Serve food in accordance with established portion control procedures. • Assist in food preparation for special meals, parties, etc. • Set up meal trays, food carts, dining room, etc., as instructed. • Assist in serving meals as necessary and on a timely basis.
Safety and Sanitation Functions	<ul style="list-style-type: none"> • Assist/direct daily or scheduled cleaning duties in accordance with established facility policies and procedures. • Dispose of food and waste in accordance with established facility policies. • Prepare food in accordance with sanitary regulations as well as established facility policies and procedures. • Report all accidents/incidents as established by department policies; fill out and file reports as directed. • Assist in maintaining food storage areas in a clean and properly arranged manner at all times.

**Working Conditions:**

- Works in the facility's food and nutrition services areas (i.e., dining rooms, kitchen, etc.).
- Works in well-lighted/ventilated areas.
- Moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Communicates with the medical staff, nursing staff and other department supervisors.
- Works beyond normal duty hours on weekends and in other positions temporarily when necessary.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday as well as reactions from dust, disinfectants, tobacco smoke and other air contaminants.
- Is subject to sudden temperature changes when entering refrigerator.
- May be exposed to heat/cold temperatures in kitchen/storage area.

Specific Requirements:

- Must be able to read, write, speak and understand the English language.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- Must be able to follow oral and written instructions.
- Must maintain the care and use of supplies, equipment, and the appearance of work areas and perform regular inspections of food service areas for sanitation, order, safety and proper performance of assigned duties.
- Must have patience, tact, cheerful disposition and enthusiasm as well as be willing to handle residents based on whatever maturity level they are currently functioning.