

## **JOB DESCRIPTION**

**Position Title:** Dietary Aide

**Responsible To:** Dietary Manager

**Job Summary:** The primary purpose of your job position is to prepare food in accordance with current applicable federal, state and local standards, guidelines and regulations, our established policies and procedures, and as may be directed by the Dietary Manager to assure that quality food service is provided at all times.

### **Responsibilities:**

- Prepare food in accordance with sanitary regulations, as well as our established policies and procedures
- Review menus prior to preparation of food
- Maintains a cheerful and cooperative relationship with coworkers and tenants
- Maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facility.
- Follow all safety policies and regulations
- Prepare and serve meal that are palatable and appetizing in appearance
- Serve food in accordance with established portion control procedures
- Maintain confidentiality of all pertinent tenant care information to assure tenant rights are protected
- Follow Infection Control policies and procedures
- Make only authorized substitutions
- Assist in daily or scheduled cleaning duties, in accordance with established policies and procedures
- Report all hazardous conditions/equipment to the Dietary Manager
- Report all accident/incident to the Dietary Manager
- Properly operate all the equipment in the kitchen
- Serve food in accordance with sanitary regulations, as well as our established policies and procedures
- Always cheerful with a hello and greeting for tenants. Initiates friendly conversations with tenants; shows concern for their welfare
- Responsible for labeling, dating and rotating stock
- Properly wash and store dishes and tableware; following Infection Control and safety policies and regulations
- Ability to learn and assist in other areas of the facility
- Report tenant changes to the staff on duty
- Documents as required
- Ability to see when tasks need to be accomplished and takes the initiative to do the tasks
- Offers suggestions and ideas for improvements

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

**Education and Experience:**

No special education or experience required: will train

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-to-one and small group situations to customers, tenants, and other employees.

**Required Skills and Abilities:****Required skills and abilities:**

- Must be punctual, attendance satisfactory, provide proper notice of tardiness or absences
- Attend mandatory in-services and staff meetings as requested
- Must follow facility dress code, maintain good personal hygiene and grooming
- Must be mature and emotionally stable, use a calm, kind tone of voice with tenants, staff, and family members
- Must be able to prioritize and organize work efficiently to accomplish workload within time allotted
- Must be adaptable and flexible to changing situations
- Must be compassionate toward the elderly, and work with tact and ethical awareness, ensure personal tenant information is kept confidential
- Must work as a team member. Is willing to help others, assist with maintaining a clean work and storage area
- Must maintain a positive attitude
- Must respond appropriately to safety hazards, fire drills, and emergency situations
- Must follow safety rules and regulations
- Report injuries/accidents to supervisor immediately per facility procedures

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and walk. Minimal sitting. Occasionally climb and balance; stoop, kneel, crouch, or crawl, talk or hear; feel or smell.

The employee must regularly lift and/or move up to 20 pounds, occasionally lift and/or move supplies, equipment, and materials, weighing approximately 35-40 pounds. Specific vision abilities required by this job include close, distance and depth perception, the ability to adjust focus.

**Work Environment:**

- Working at a moderate noise level
- Exposure to chemical hazards and respiratory hazards
- Minimal exposure to blood borne pathogens
- Exposed to body fluids, infection, odors and behavior of tenants

Subject to falls, cuts, burns from equipment, hot foods, infectious diseases, odors, etc. throughout the work day

This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other management.

Management reserves the right to change job responsibilities, duties and hours as the need prevails. This document is for management communication only and is not intended to imply a written or implied contract of employment.

I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date