

Position: DIETARY AIDE
Reports To: Dietary Services Director

FLSA Status: NON-EXEMPT (HOURLY)

Summary: Prepares and serves meals for the dietary department in a safe and appetizing method in compliance with dietary standards, policy and procedures. Cleans kitchen, washes dishes and returns food to proper storage.

Position Responsibilities:

1. To create environments where moments of joy, independence, and wellness are the focus each and every day.
2. Assists with preparation of food items and serves food to residents within scheduled time frame.
3. Cleans and maintains food service areas, including kitchen and dining room.
4. Assists Dietary Director and/or cook in maintaining inventory control.
5. Maintains clean, neat and safe work environment.
6. Assures that resident's diets are followed.
7. Assures employees and resident guest meals are accounted for on a daily basis.
8. Reports to Dietary Director any loss, breakage or waste of supplies and equipment.
9. Observes and communicates to Dietary Director problems or potential problems in the dietary department.
10. Observes and reports any unusual or potentially dangerous resident behavior
11. Maintains current cleaning list and highest standards for kitchen cleanliness.
12. Assists as a resident assistant when all dietary duties are finished.
13. Assists in an emergency or, when short-staffed, as a Resident Assistant. See Resident Assistant job description for defined list of duties.
14. Performs all other duties assigned by the Dietary Director or Administrator.

Employment Requirements:

1. Ability to work with little or no supervision.
2. Ability to prepare and serve a wide range of foods skillfully.
3. Ability to guide and instruct others in food preparation and food serving.

4. Ability to maintain professional demeanor under stress.
5. Ability to recognize needs and help others without prompting.
6. Ability to relate well with other employees and residents of the community.
7. Is neat, clean and works safely.
8. Ability to understand, read, write, and speak the English language.
9. Maintains acceptable attendance record; notifies supervisor if late or unable to work in accordance with personnel policies; follows work schedule.
10. Has ability to spend long period on feet.
11. Abides by established policies and procedures of community. Looks for ways to improve community functioning.
12. Respects resident rights and adheres to community philosophy of resident care.
13. Organizes and utilizes time appropriately; sets priorities to accomplish assigned tasks.

Training and Experience:

Working knowledge of rules and regulations related to health and safety in food preparation. Demonstrates ability in a wide range of food preparation and skills. Experience in dealing with elderly and their dietary needs. Experience in a similar position with a long term or related community.

Universal Precautions:

Exposure to blood/bodily fluids is unlikely.

Physical Requirements:

Ability to lift 40-50 pounds regularly during work hours (heavy work level).

I, _____, have read the Dietary Aide job description, and agree that I will perform the duties and responsibilities of that position and further agree to conform to the rules and regulations of the company.

Signature

Date

Community Representative

Date