

Dietary Aide

Department: Dietary	Reports to: Dietary Manager
Job Code: 5200	Date Revised: 6/01/2011

Position Summary:

The overall purpose of the dietary aide position is to provide assistance in the delivery of dietary services. Incumbents may prepare and/or serve food items, set up tables and trays, wash tableware and cooking utensils, perform general cleaning tasks, and deliver soiled linen, etc., to the laundry.

Position Responsibilities:

The specific responsibilities of this position are described in the Essential Functions

Qualifications/Experience/Requirements:

- Functional literacy in English is required.
- Physical ability to lift/carry equipment, food supplies, etc., is necessary.
- Experience in food service is preferred.
- Experience using dishwashing equipment is helpful.
- Effective communication and interpersonal skills are necessary.
- Vision must be adequate to see menus, etc.

Essential Functions:
Assures that sanitation and quality standards are met.
Scrapes, stacks, loads, washes according to instructions, unloads and stores tableware and Utensils.
Sanitizes food carts and dishwashing counters after meal, and keeps dishwashing area clean at all times.
Logs/records wash/rinse temperatures.
Neatly arranges tray and/or table setting with proper tableware, condiments, and tray card.
Performs various food preparation tasks, and assists in apportioning servings.
Prepares and serves beverages per menu/recipe.
Cleans beverage dispensers according to manufacturer's instructions.
Performs other cleaning tasks according to established schedules.
Must be able to perform moderate to heavy lifting.
Must be able to walk or stand for extended periods of time.
May prepare and/or deliver nourishments/supplements identified with resident name room number, date, and time.
May maintain or assist in maintaining, dry storage areas by logging temperatures daily and handling the unpacking, dating, and rotating of food and non-food supplies.
Maintains tray cards, making changes as may be directed or necessary.
Delivers soiled linens to laundry.
Identifies and corrects safety hazard
Performs other duties/tasks as may be assigned.

Dimensions and Scope:

Incumbent(s)

- Functions within the constraints of established policy, practice, and procedure.
- Activities are directed to the accomplishment of assigned tasks in a prescribed manner with little latitude for change or variation.
- Professional contacts are usually with facility staff, management, residents, and residents families.

Physical Demands:

May require frequent extended work days of up to 12 hours.

Sitting:	0 hours per 8 hour work shift. May alternate frequently to standing or walking.
Standing:	6-7 hours in an 8-hour work shift.
Walking:	2-3 hours in an 8-hour work shift. May occasionally alternate standing.

Frequency:

Never = 0%, Rarely = 1 - 10%, Occasionally = 11 - 33%, Frequently = 34 - 66%, Continuously = 67+%

Lifting / Weight	Frequency	Carrying / Weight	Frequency
1 -- 10 lbs	Continuously	1 -- 10 lbs.	Continuously
11 -- 20 lbs.	Frequently	11 -- 20 lbs.	Rarely
21 -- 30 lbs	Occasionally	21 -- 30 lbs	Rarely
36 -- 50 lbs.	Occasionally	36 -- 50 lbs.	Rarely
51-75lbs	Occasionally	51 -- 75 lbs.	Rarely
Bending: Frequently	Kneeling: Rarely	Squatting: Frequently	Crawling: Rarely
Reaching: Frequently	Grasping: Continuously	Kneeling: Continuously	Climbing: Rarely --stairs
Pushing: Continuously			

I have read the qualifications and requirements of the position of **Dietary Aide**. To the best of my knowledge, I believe that I can perform these duties.

It is company policy that all employees are employed at will, meaning that either the company or the employee may terminate the employment relationship at any time, with or without cause or notice.

Employee Name (Print)	Employee Signature:
Supervisors Signature	Date