



JOB DESCRIPTION

Cook / Dietary Aide

This versatile position will encompass hours as a cook and dietary aide.

Department: Dietary
Supervisor: Food Service Supervisor
Status: Non-exempt

Cook and Dietary Aide Qualifications

EDUCATION: High school diploma

CONTINUING ED. REQUIREMENT: Relias Learning or in-service training

WORK EXPERIENCE: 1-3 years previous experience with a school system, hospital or large retirement community preferred.

COOK GENERAL JOB SUMMARY

Prepares and serves meals according to seven week cycle menus. Monitors methods of food handling, preparation, meal service and equipment cleaning. Reports directly to Food Service Supervisor. PM cook is responsible for supervising PM dietary aides.

COOK DUTIES AND RESPONSIBILITIES

1. Coordinate food preparation and meal service.
2. Determine amount & type of food and supplies as required for daily menus.
3. Monitor food temperatures (hot and cold) prior to meal service.
4. Clean equipment and work areas after food preparation.
5. Supervise dietary staff in absence of Food Service Supervisor.
6. Accountable for the quality of the meals prepared for each meal.

DIETARY AIDE GENERAL JOB SUMMARY

The dietary aide performs various designated work and cleaning routines within the Dietary Department.

DIETARY AIDE DUTIES AND RESPONSIBILITIES

1. May function in any of the following positions: tray person, dining room waitress, dietary helper I or II, dish room.
2. Responsible for cleanliness of work area.
3. Assist in loading carts and serving meals.
4. Follow safety codes while performing all duties.
5. Follow defined infection control procedures.
6. Dining room setup and cleanup.
7. Wash and store dishes.
8. Provide assistance to cook in the preparation and service of meals.

Please understand that this Job Description is not intended to be an all-inclusive list of every task that you may perform, but a description of the minimal qualifications, essential functions, physical demands and abilities this job requires, with or without accommodation.