DIETARY AIDE
JOB SUMMARY AND PERFORMANCE CRITERIA
(See full job description for physical demands)

Department Assigned: Dietary **Supervisor Title:** **Food Service Supervisor/Cook**

Purpose of Your Job Position

The primary purpose of your job position is to provide assistance in all dietary functions as directed and in accordance with established dietary policies and procedures.

Delegation of Authority

As the **Dietary Aide**, you are delegated the administrative authority, responsibility and accountability necessary for carrying out your assigned duties.

Job Functions

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is an essential function of the position.

Miscellaneous Information Information explaining the *Essential Functions, Physical Demands,* and the *Competency Evaluation* columns, as well as the *Risk Exposure Category l*egend is provided in the "Job Position Analysis Information" section located on the last pages of this job description. (**Note**: The number assigned to each individual column corresponds to that same number in the "Analysis" section).	Risk Exposure Potential to Blood and/or Body Fluids.	**Competency Evaluation**			**Comments**
Duties and Responsibilities		Performs Function Satisfactorily (√ = **YES**)	Exceeds Expectations in performing function (√ = **YES**)	Does not perform function satisfactorily. (√=**YES**)	
Administrative Functions					
	(1)	**(2)**	**(3)**	**(4)**	
Complete paper work as required.	**3**				
Develop and maintain a good working relationship with inter-department staff, as well as with other departments within the facility to assure that food service can be properly maintained to meet the needs of the residents.	**3**				
Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the department.	**3**				
Report to work as scheduled. Notify your supervisor per policy if you will be late/absent for your scheduled shift.	**3**				
Staff Development					
Attend and participate in in-service training programs, etc., as directed.	**3**				
Dietary Service Functions					
Prepare dining room for meals by setting tables, making certain condiments are available and preparing beverages.	**3**				
Serve meals that are appetizing in appearance.	**3**				
Set up meal trays and food carts as instructed.	**3**				
Assist in checking diet trays before distribution.	**3**				
Deliver food carts, trays, etc., to designated areas.	**3**				
Assist in serving meals a timely basis.	**3**				
Serve food in accordance with established portion control procedures.	**3**				

DIETARY AIDE – Page 2 Duties and Responsibilities (continued)	Risk Exposure Potential to Blood and/or Body Fluids.	Competency Evaluation			Comments
		Performs Function Satisfactorily (√ = **YES**)	Exceeds Expectations in performing function (√ = **YES**)	Does not perform function satisfactorily (√= **YES**)	
Dietary Service Functions (continued)					
	(1)	**(2)**	**(3)**	**(4)**	
Remove food trays from carts, dining rooms, etc., and take to dishwashing area.	**3**				
Perform dishwashing tasks. Assure that utensils are readily available for next meal.	**3**				
Return clean utensils to proper storage areas.	**3**				
Assist in daily or scheduled cleaning duties, in accordance with established policies and procedures.	**3**				
Clean work tables, meat blocks, refrigerators/freezers, etc.	**3**				
Sweep and mop floors as directed.	**3**				
Assist cook in preparing meals.	**3**				
Dispose of trash and boxes in proper containers.	**3**				
Prepare and deliver snacks, etc., as instructed.	**3**				
Safety and Sanitation					
Follow safety regulations and precautions.	**3**				
Follow established Infection Control and Universal Precautions policies and procedures when performing daily tasks.	**3**				
Keep floors clean and dry. Wipe up spills as soon as possible	**3**				
Report hazardous conditions/equipment to your supervisor as soon as possible.	**3**				
Report all accidents/incidents to your supervisor on the shift in which they occur.	**3**				
Assist in maintaining food storage areas in a clean and organized manner.	**3**				
Dispose of food and waste in accordance with established policies.	**3**				
Use appropriate personal protective equipment when using cleaning products.	**3**				
Know the location and purpose of the Material Safety Data Sheets (MSDS.)	**3**				
Report missing/illegible labels or MSDS's to the Director of Food Services	**3**				
Equipment and Supply Functions					
Assist in inventorying and storing in-coming food, supplies, etc., as necessary.	**3**				
Resident Rights					
Maintain confidentiality of resident care information.	**3**				
Knock before entering a resident's room.	**3**				
Report complaints to the your supervisor. Follow facility's established procedures.	**3**				
Report allegations of resident abuse or neglect or misappropriation of resident property to your supervisor.	**3**				
Be knowledgeable of the resident's responsibilities and rights including the right of refusal.	**3**				

DIETARY AIDE – WORKING CONDITIONS- Page 3

Works in well-lighted/ventilated areas. Atmosphere is warm.
Moves intermittently during working hours.
Is subject to frequent interruptions.
Is involved with residents, staff, visitors, government agencies/personnel, etc., under all conditions and circumstances.
Is subject to emotionally upset residents, family members, staff, and visitors.
Communicates with the dietary staff, nursing staff and other department staff.
Works beyond normal working hours and on weekends and holidays when necessary.
Is subject to callback during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
Attends and participates in continuing educational programs.
Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
Is subject to sudden temperature changes when entering refrigerator or freezer.
Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and hepatitis B viruses.
May be subject to the handling of and exposure to hazardous chemicals.

EDUCATION

Desired – A high school diploma or equivalent.

EXPERIENCE

Desired – Experience in the dietary department of a hospital, long-term care facility, or other related health care facility.
Experience with therapeutic diets.

SPECIFIC REQUIREMENTS

Must be able to read, write, speak and understand the English language.
Must possess the ability to make independent decisions when circumstances warrant such action.
Must possess the ability to deal tactfully with staff, residents, visitors, government agencies/personnel, and the general public.
Must be knowledgeable of dietary procedures.
Must possess the ability to work harmoniously with other staff.
Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents.
Must not pose a direct threat to the health or safety of other individuals in the workplace.

PHYSICAL AND SENSORY REQUIREMENTS

(With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the workday.
Must be able to speak and write the English language in an understandable manner.
Must be able to cope with the mental and emotional stress of the position.
Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
Must function independently, have flexibility, personal integrity and the ability to work effectively with the residents, staff and support agencies.
Must meet the general health requirements set forth by the policies of this facility that may include a medical and physical examination.
Must be able to relate to and work with ill, disabled, elderly, emotionally upset people within the facility.
Certain tasks in this job description may require you to push, pull, move, and/or lift up to 50 pounds to a minimum height of 3 feet and be able to push, pull, move and/or carry such weight a minimum distance of 10 feet.
May be necessary to assist in the evacuation of residents during emergency situations.

JOB POSITION ANALYSIS INFORMATION

The tasks in this job description have been determined to be the essential functions of the job.

1. Risk Exposure to Blood/Body Fluids Column:

Numbers entered into this column indicate the risk potential of your exposure to blood or body fluids. Established procedures identify the appropriate personal protective equipment that you should use when performing this task. The following numbers indicate your risk potential:

1 = It is **highly likely** that while performing functions assigned to this task you will be exposed to blood or body fluids.
2 = This task does **not** involve contact with blood and/or body fluids but while performing this task it **may** be necessary for you to perform a **Category 1** task.
3 = This task does **not** involve any risk of exposure to blood or body fluids.

Competency Evaluation

13. A √ mark in this column indicates that you perform this function satisfactorily and in accordance with the facility's policies and procedures.

14. A √ mark in this column indicates that you perform this function in a manner that exceeds expectation.

15. A √ mark in this column indicates that you do not perform this function satisfactorily and in accordance with the facility's policies and procedures.