



Dietary Aide Job Description

Department: Food Service

Reports To: Food Service Director

FLSA Status: Non-Exempt

Summary

Prepares and delivers food trays to EdenHill residents by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Reads production orders on color coded menu cards on trays to determine items to place on tray.
- Places items such as eating utensils, napkins, and condiments on trays.
- Prepares food items such as sandwiches, salads, soups, and beverages.
- Places servings in blender to make foods for soft or liquid diets.
- Apportions and places food servings on plates and trays according to diet list on menu card.
- Examines filled tray for completeness and places on cart, dumbwaiter, or conveyor belt.
- Pushes carts to halls or ward kitchen.
- Serves food to residents.
- Collects and stacks dirty dishes on cart and returns cart to kitchen.
- Washes dishes and cleans work area, tables, cabinets, and ovens.
- Collects and places garbage and trash in designated containers.
- Records amount and types of special food items served to residents.
- Must consistently display and model the EdenHill Spirit hospitality behavior models.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service
Written Communication
Ethics
Motivation
Quality
Adaptability
Initiative

Interpersonal Skills
Teamwork
Organizational Support
Planning/Organizing
Quantity
Attendance/Punctuality
Innovation

Oral Communication
Diversity
Judgment
Professionalism
Safety and Security
Dependability

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 the essential functions.

Education and/or Experience

No prior experience or training.

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-on-one and small group situations to customers, residents, and other employees of EdenHill Communities.

Mathematical Skills

Must have the ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities

Ability to read and write in English.

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 accommodations 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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance and taste or smell. The employee must frequently lift and/or move up to 50 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to extreme heat. The employee is occasionally exposed to extreme cold. The noise level in the work environment is usually moderate.