



GLACIAL RIDGE
HEALTH SYSTEM
heartfelt care®

DIETARY AIDE

DEPARTMENT: Nutrition Services

REPORTS TO: Nutrition Services Manager

FLSA STATUS: Non-Exempt

SUMMARY: Responsible for assisting cook in food preparation, assembly and cleaning duties.

QUALIFICATIONS:

- Kitchen experience desirable.
- Able to read, write and make simple calculations
- Able to follow written and verbal directions
- Able to organize work to meet service time schedules.
- Able to learn the restrictions of various diets as stated in diet manual.
- Must meet physical requirements of job.

DUTIES AND RESPONSIBILITIES:

- Help the Cook with meal preparation.
- Prepare any items needed for the next day.
- Help serve hot food to employees after patient's trays have been sent to the Nursing Floor.
- Help prepare special meals needed for meetings.
- Prepare portions and serve foods and beverages on the trays.
- Strip, wash and return dishes to proper area.
- Perform cleaning duties according to posted cleaning schedule.
- Mop floors in kitchen.
- Check and stock all supplies.

PERFORMANCE STANDARDS:

- Perform the work that needs to be completed, with or without manager's presence.
- To ensure the best quality in all foods served.
- Consistently maintain high safety and sanitary standards set by the Nutrition Services Department.
- Regular attendance is necessary for continued performance.

OTHER:

This job description is not intended to be all inclusive. This job description in no way 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 a logical assignment to the position.