



## **Job Description**

**Job Title:** Dietary Aide

**Classification:** Full Time/Non-Exempt

**Education Required:** High School Diploma/GED

**Reports to:** Dietary Manager/Assistant Manager

**Creation Date:** 1/28/2013

**Revised Date:**

### **Job Description Summary:**

The Dietary Aide assists with meal preparation, dining room assistance, dishwashing and cleaning of kitchen. Assists in the kitchen area prior to, during, and after meals are served to the patients, staff and community patrons. Assists in maintaining the kitchen work areas, and keeping equipment, utensils and serving areas clean and orderly.

### **Essential Duties and Responsibilities:**

- Assists cooks with meal preparation, as directed.
- Washes hands before handling food to be served, before touching clean dishes and utensils, and after touching anything soiled.
- Carries out certain duties routinely without direction such as wrapping silverware and filling condiment containers in the dining room.
- Helps prepare, portion, wrap, cover, and refrigerate food for meal(s) assigned; for example bags bread, dips jelly/fruit/desserts, makes toast, pours juice and milk, makes coffee/tea, etc.
- Sets up trays and serving carts according to established procedures, delivers to unit(s), and notifies Nursing.
- Helps clear trays from dining room returned tray cart(s) scraping waste into trash cans.
- Uses food preparation equipment properly, cleans and stores appropriately, and reports repairs needed.
- Helps keep kitchen floor dry, wiping or mopping up spills, immediately.
- Helps stock supply shelves in storage area and may help check in deliveries.
- Attends mandatory in-service education meetings and applies information to job tasks.
- Reports any evidence of pests or rodents in kitchen area to Dietary Manager.

- Maintains exemplary customer service principles for efficient food preparation and delivery.
- Assures personal compliance to all state and federal regulations including blood borne pathogens, infection control, use of hazardous materials, and fire safety.
- Assures personal compliance to patient's rights.
- Complies with schedule as established by Dietary Manager.
- Other duties as may be assigned.

**. Job Requirements:**

**Education:** High school diploma or general education degree (GED).

**Licensure/Certification:**

**Experience:** **Minimum 1 year previous kitchen or food service preparation experience required**, in a hospital environment preferred. Must be able to read and write, make basic mathematical calculations and understand simple instructions, either oral or written.

**Physical Requirements:** Frequently lifting 25 pounds; pushing, pulling, stooping, bending, standing, walking and reaching

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_