

Dietary Aide Job Description

Supervisor:

Food Service Supervisor

Qualifications:

Employment standards for this facility are consistent with EEOC for all people applying for or holding this position.

Education:

High School Diploma or GED preferred.

Training:

Must complete food safety and sanitation education and participate in on-going continuing education.

Essential Functions:

1. Need to be able to follow verbal and written instructions.
2. Need to be able to work on solo tasks without direct supervision.
3. Maintain a steady work pace to ensure all residents are receiving their meals at the established time.
4. Set-up dining room tables prior to meals.
5. Plate menu items with eye appeal and according to menu specifications.
6. Prepare other food items as directed by the Food Service Supervisor.
7. Clear, wash, and sanitize all dining room tables after all meals.
8. Rinse off dirty dishes and place dishes into the dish washing machine.
9. Operate an automated dish washing solution dispensing system.
10. Record data for sanitation and food safety.
11. Document resident's meal intake.

12. Assess problems and breakdowns for all food services equipment and report any concerns or needed repairs to the Food Service Supervisor.
13. Attend in-service training programs for food service employees.
14. Comply with established facility infection control and universal precaution procedures.
15. Follow Residents Rights policies at all times.
16. Observe all facility safety policies and procedures including working responsibly to ensure personal safety.
17. Come to work as scheduled and consistently demonstrate dependability and responsibility.
18. Accept and perform additional duties as assigned by your department head or Administrator in a cooperative manner.
19. Assume accountability for all information contained in the Employee Personnel Handbook and all Policy and Procedure Manuals.
20. Come to work in a clean, neat uniform and consistently present an appropriate professional appearance.
21. Serve food and beverages according to State and Federal regulations and management standards.
22. Clean pots, pans, and other utensils according to the established schedule and by following the established policies and regulations for dish washing.
23. Sweep and mop kitchen, dining room, and storage area as directed by the Food Service Supervisor.
24. Store non-perishable foods and supplies according to State and Federal regulations and management standards.
25. An individual in this position may be exposed to Bloodborne Pathogens.
26. Comprehend and follow all OSHA, State and Federal policies and regulations.
27. The physical activities of this position involve: balancing, crouching, fingering, grasping, kneeling, lifting, pulling, pushing, reaching, repetitive movement, standing, and stooping.
28. An individual in this position will be required to carry or lift weights in the range of 35 to 50 pounds or more with assistance.
29. The sensory and communicative activities essential to the performance of this position include: feeling, hearing, seeing, smelling, speaking, reading, writing, and tasting.
30. An individual in this position will be exposed to inside environmental conditions and physical, chemical, or respiratory hazards.

I _____ (Name Printed) have read and understand the job description listed above and agree to comply with the facility policies and procedures as well as State, Federal, and Local rules/regulations. I understand the safety and well-being of both the residents and staff members is the number one priority of this facility. I am aware that being knowledgeable of and following the policies and procedures listed in this job description are an essential requirement of this position.

Employee Signature

Date