

JOB DESCRIPTION

Position	Dietary Aide
Department	Food and Nutrition Services
Reports to	Dietary Manager
Job Classification	Non-Exempt
Position Purpose	Provide assistance in all food functions as directed/instructed and in accordance with established food policies and procedures.

Required Qualifications

- ❖ High school diploma

Major Duties and Responsibilities

The dietary aide works with the facility's Dietitian/Director of Food Services as necessary and implements recommended changes as required. Performs other duties, as assigned.

Ensures that food procedures are followed in accordance with established policies.

The dietary aide assists with the service and delivery of food trays to designated areas, cleaning of the kitchen per established protocols, and proper washing and cleaning of food utensils and dishes.

Prepares and delivers snacks as directed.

Assigned Tasks

- ❖ Serves meals in accordance to established portion control procedures.
- ❖ Serves meals that are appetizing and palatable in appearance.
- ❖ Serves meals as necessary and on a timely basis.
- ❖ Assists in daily cleaning duties as assigned to include work tables, meat blocks, and refrigerators/freezers in accordance to established policies and procedures.
- ❖ Sweep and mops floors as directed.
- ❖ Washes and cleans utensils, dishes and cooking items according to established policies and procedures.
- ❖ Carries out garbage and keeps the work area clean, dry and free of hazards.
- ❖ Sets up meal trays, food carts, dining room, etc., as instructed.
- ❖ Collects and distributes menus as instructed.
- ❖ Assists in checking dietary trays before distribution and delivering food carts to designated areas.
- ❖ Removes food carts, food trays from dining rooms to dishwashing area for cleaning.

Additional Tasks

- ❖ Treats all residents with dignity and respect. Promotes and protects all residents' rights.
- ❖ Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.

- ❖ Follows appropriate safety and hygiene measures at all times to protect residents and themselves.
- ❖ Maintains confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
- ❖ Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or administrator. Protects residents from abuse, and cooperates with all investigations.
- ❖ Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Participates in all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.
- ❖ Reports work-related injuries and illnesses immediately to supervisor.
- ❖ Follows established infection control policies and procedures.
- ❖ As a condition of employment, completes all assigned training and skills competency.
- ❖ Maintains food storage areas in a clean and properly arranged manner at all times.
- ❖ Ensures the department, necessary equipment and supplies are clean and maintained in a safe manner.
- ❖ Assists in inventorying and storing in-coming food, supplies, etc., as necessary.
- ❖ Ensures food and supplies for the next meal are readily available.

Personal Skills and Traits Desired/ Physical Requirements/Working Conditions

- ❖ Ability to read, write, speak and understand the English language.
- ❖ Must be a supportive team member, contribute to and be an example of team work.
- ❖ Ability to make independent decisions when circumstances warrant such action.
- ❖ Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- ❖ Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- ❖ Must not pose a threat to the health and safety of other individuals in the workplace.
- ❖ Must be able to move intermittently throughout the workday.
- ❖ Meets general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary.
- ❖ Ability to assist in evacuation of residents during emergency situations.
- ❖ Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
- ❖ May be subject to falls, burns from equipment, and/or odors throughout the day; encounter reactions from dust, tobacco smoke, disinfectants, and other air contaminants.
- ❖ Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
- ❖ May be subject to hostile or emotional residents, family members, visitors or personnel.
- ❖ Must be able to follow oral and written instructions.
- ❖ Must maintain the care and use of supplies, equipment, work areas, and perform regular inspections of food service areas for sanitation, order, safety, and proper performance of assigned duties.
- ❖ Must be able to move intermittently throughout the workday.
- ❖ Works in well-lit, ventilated area. Atmosphere is warm for cooking.
- ❖ Subject to frequent interruptions.
- ❖ Communicates with medical and nursing staff, and other departments.

- ❖ Subject to call-back during emergency conditions.
- ❖ May be exposed to heat/cold temperatures in the kitchen/storage areas.

Compliance as a Condition of Employment and Performance Appraisal

Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned by the Administrator. Periodic revision may be necessary to reflect changes in expectations placed on long term care by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results which usually exceed the standards identified for the performance factors rated.

Reasonable Accommodation Statement

Consistent with the Americans with Disabilities Act (ADA) and [insert state civil rights law], it is the policy of [Facility Name] to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact [include name and/or department, telephone, and e-mail address].

Equal Opportunity Employer Statement

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above job description and understand the requirements and expectations of the position of Dietary Aide at [Name of Facility].

Employee's Signature

Date

Dietary Manager's Signature

Date