
POSITION DESCRIPTION

Job Title:	Dietary Aide	Effective Date:
		Revised: 12/11

Summary Description:

The Dietary Aide is responsible for providing assistance in all dietary functions as directed/instructed by the Nutrition Services Director, Assistant Nutrition Services Director and/or other designated supervisor (i.e. cook) and in accordance with established policies and procedures, applicable federal, state and local standards, guidelines and regulations to ensure quality food service is provided at all times.

Essential Functions and Responsibilities:

1. Prepares and/or pre-ports food (such as beverages, salads, desserts, and other items assigned by the supervisor) for regular and therapeutic diets according to the planned menu for meals and snacks, as directed.
2. Prepares and/or portions food using proper food handling and food safety techniques in accordance with established policies and regulations.
3. Utilizes standardized recipes whenever foods are prepared for regular and therapeutic diets.
4. Ensures the proper quantity of food is prepared and/or pre-portioned as directed.
5. Makes only authorized substitutions to the planned menu and records the substitution in accordance with established policy.
6. Ensures food is prepared and/or pre-portioned in accordance with established time schedules.
7. Assists in the preparation and/or service of meals/food for employees and special events as instructed by the supervisor.
8. Keeps work area clean and uncluttered during preparation and service of food.
9. Uses the correct portion control utensils during preparation, pre-portioning and service of food.
10. Uses proper technique to taste prepared food to ensure quality taste and palatability prior to service.
11. Maintains the proper temperature of food during preparation and service. Records temperatures of food in accordance with established policy.
12. Serves food according to the planned menu/spreadsheet and the patient's/resident's food preferences and diet order. Serves snacks in accordance with the patient's/resident's snack label and/or snack menu.
13. Ensures that food is served in an attractive and appetizing manner.
14. Assists in checking trays during service to ensure meals are served accurately and in accordance with the menu/spreadsheet and the patient's/resident's diet order and food preferences.

15. Ensures that meals and snacks are sent from the kitchen or serving area in accordance with established time schedules.
16. Performs assigned cleaning tasks in accordance with established policies and utilizes the proper cleaning chemicals.
17. Ensures the department is maintained in a clean manner in accordance with established policies.
18. Labels, dates, and stores food properly in accordance with established policies.
19. Ensures refrigerator/freezer temperatures are within the appropriate range and reports any discrepancies to the supervisor(s).
20. Washes dishes, etc. in accordance with established procedures for manual and/or automatic dish washing. Reports any problems with proper water temperature or sanitizer to the supervisor(s) in a timely manner.
21. Ensures dishes, etc. are readily available for the next meal. Stores dishes, etc. in the proper location in manner that prevents contamination.
22. Ensures that food storage areas are kept clean and properly arranged at all times.
23. Assists in receiving, storing, and verifying invoices for incoming food and supplies as indicated by the supervisor(s).
24. Ensures that an adequate supply of food, supplies, etc. are available at all times. Reports inadequate stock levels to the supervisor(s) in a timely manner.
25. Maintains the security of the department.
26. Ensures the department is maintained in a safe manner in accordance with established policies.
27. Reports all hazardous conditions/equipment to the supervisor(s) and/or maintenance, as directed.
28. Reports all malfunctioning equipment to the supervisor(s) and/or maintenance, as directed.
29. Reports all accidents/incidents in accordance with established policies. Fills out and files reports as directed.
30. Completes all work assignments within scheduled time frames.
31. Participates in the facility's Performance Improvement program.
32. Makes recommendations to the supervisor(s) regarding improvements in recipes, menus, production and service of food, equipment, etc. to enhance the quality of the food service.
33. Adheres to departmental dress code.
34. Interprets department policies and procedures to personnel, patients/residents, visitors, family members, etc., as necessary.
35. Develops and maintains a good working relationship and cooperative attitude with intra-departmental personnel and other departments within the facility.
36. Creates and maintains an atmosphere of warmth, personal interest and positive emphasis and a calm environment throughout the department.
37. Maintains confidentiality of all pertinent patient/resident care information to ensure patient/resident rights are protected.
38. Participates in programs designed for in-service education, on-the-job training and orientation classes for newly assigned department personnel.
39. May assist Cook in preparing meals, as directed.

Other Duties:

1. As this job description is not intended to be all-inclusive, the employee will be expected to perform other essential functions and duties as assigned.

Standard Responsibilities:

1. Supports the Facility.
2. Is knowledgeable of patient/resident rights and promotes an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
3. Supports, cooperates with, and implements specific procedures and programs for:
 - A. Safety, including precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
 - B. Confidentiality and privacy of all data, including patient/resident, employee and operations data.
 - C. Compliance with all regulatory requirements.
 - D. Compliance with and enforcement of current law and policy to provide a work environment free from harassment and all illegal and discriminatory behavior.
4. Supports and participates in common teamwork:
 - A. Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
 - B. Uses tactful, appropriate communications in sensitive and emotional situations.
 - C. Reports complaints, problems and concerns regarding co-workers, management or residents in accordance with company policy.
 - D. Promotes positive public relations with patients, residents, family members and guests.
 - E. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.
5. Agrees to comply with the Code of Conduct.

Employment Standards:

Education: Must possess, as a minimum, a 10th grade education.

Experience: On-the-job training provided. Preferred, any combination of experience and training which provides the required skills, abilities, and knowledge.

Other: Must have a reliable source of transportation.

Working Conditions:

Works in office areas as well as throughout the facility. Must be able to move about intermittently during working hours including standing, lifting, bending, stooping, twisting, pushing and pulling. Must be able to read, write and speak the English language. Must be able to transfer residents and assist in emergency evacuations. Interacts with residents, family members, staff, visitors, government agencies/ personnel, etc., under all conditions/ circumstances. Must be able to relate and work with the disabled, ill, elderly, emotionally upset and at times, hostile people within the facility. May be involved in community/civic health matters/ projects. May be exposed to infectious waste, diseases, conditions, etc., including

exposure to the AIDS and hepatitis B viruses. Must be able to effectively communicate with the management staff, medical staff, nursing staff, and other unit supervisors. Maintains a liaison with residents, their families, support staff, etc. to assure that the residents' needs are continually met.

Receipt and Acknowledgment:

I acknowledge and understand that:

Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind. My employment is contingent upon acceptable job performance at all times.

The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

Manager/Supervisor Signature

Date

POSITION DESCRIPTION

Job Title:	Dietary Aide	Effective Date:	
		Revised:	12/11

Summary Description:

The Dietary Aide is responsible for providing assistance in all dietary functions as directed/instructed by the Nutrition Services Director, Assistant Nutrition Services Director and/or other designated supervisor (i.e. cook) and in accordance with established policies and procedures, applicable federal, state and local standards, guidelines and regulations to ensure quality food service is provided at all times.

Essential Functions and Responsibilities:

1. Prepares and/or pre-ports food (such as beverages, salads, desserts, and other items assigned by the supervisor) for regular and therapeutic diets according to the planned menu for meals and snacks, as directed.
2. Prepares and/or portions food using proper food handling and food safety techniques in accordance with established policies and regulations.
3. Utilizes standardized recipes whenever foods are prepared for regular and therapeutic diets.
4. Ensures the proper quantity of food is prepared and/or pre-portioned as directed.
5. Makes only authorized substitutions to the planned menu and records the substitution in accordance with established policy.
6. Ensures food is prepared and/or pre-portioned in accordance with established time schedules.
7. Assists in the preparation and/or service of meals/food for employees and special events as instructed by the supervisor.
8. Keeps work area clean and uncluttered during preparation and service of food.
9. Uses the correct portion control utensils during preparation, pre-portioning and service of food.
10. Uses proper technique to taste prepared food to ensure quality taste and palatability prior to service.
11. Maintains the proper temperature of food during preparation and service. Records temperatures of food in accordance with established policy.
12. Serves food according to the planned menu/spreadsheet and the patient's/resident's food preferences and diet order. Serves snacks in accordance with the patient's/resident's snack label and/or snack menu.
13. Ensures that food is served in an attractive and appetizing manner.
14. Assists in checking trays during service to ensure meals are served accurately and in accordance with the menu/spreadsheet and the patient's/resident's diet order and food preferences.

15. Ensures that meals and snacks are sent from the kitchen or serving area in accordance with established time schedules.
16. Performs assigned cleaning tasks in accordance with established policies and utilizes the proper cleaning chemicals.
17. Ensures the department is maintained in a clean manner in accordance with established policies.
18. Labels, dates, and stores food properly in accordance with established policies.
19. Ensures refrigerator/freezer temperatures are within the appropriate range and reports any discrepancies to the supervisor(s).
20. Washes dishes, etc. in accordance with established procedures for manual and/or automatic dish washing. Reports any problems with proper water temperature or sanitizer to the supervisor(s) in a timely manner.
21. Ensures dishes, etc. are readily available for the next meal. Stores dishes, etc. in the proper location in manner that prevents contamination.
22. Ensures that food storage areas are kept clean and properly arranged at all times.
23. Assists in receiving, storing, and verifying invoices for incoming food and supplies as indicated by the supervisor(s).
24. Ensures that an adequate supply of food, supplies, etc. are available at all times. Reports inadequate stock levels to the supervisor(s) in a timely manner.
25. Maintains the security of the department.
26. Ensures the department is maintained in a safe manner in accordance with established policies.
27. Reports all hazardous conditions/equipment to the supervisor(s) and/or maintenance, as directed.
28. Reports all malfunctioning equipment to the supervisor(s) and/or maintenance, as directed.
29. Reports all accidents/incidents in accordance with established policies. Fills out and files reports as directed.
30. Completes all work assignments within scheduled time frames.
31. Participates in the facility's Performance Improvement program.
32. Makes recommendations to the supervisor(s) regarding improvements in recipes, menus, production and service of food, equipment, etc. to enhance the quality of the food service.
33. Adheres to departmental dress code.
34. Interprets department policies and procedures to personnel, patients/residents, visitors, family members, etc., as necessary.
35. Develops and maintains a good working relationship and cooperative attitude with intra-departmental personnel and other departments within the facility.
36. Creates and maintains an atmosphere of warmth, personal interest and positive emphasis and a calm environment throughout the department.
37. Maintains confidentiality of all pertinent patient/resident care information to ensure patient/resident rights are protected.
38. Participates in programs designed for in-service education, on-the-job training and orientation classes for newly assigned department personnel.
39. May assist Cook in preparing meals, as directed.

Other Duties:

1. As this job description is not intended to be all-inclusive, the employee will be expected to perform other essential functions and duties as assigned.

Standard Responsibilities:

1. Supports the Facility.
2. Is knowledgeable of patient/resident rights and promotes an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
3. Supports, cooperates with, and implements specific procedures and programs for:
 - A. Safety, including precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
 - B. Confidentiality and privacy of all data, including patient/resident, employee and operations data.
 - C. Compliance with all regulatory requirements.
 - D. Compliance with and enforcement of current law and policy to provide a work environment free from harassment and all illegal and discriminatory behavior.
4. Supports and participates in common teamwork:
 - A. Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
 - B. Uses tactful, appropriate communications in sensitive and emotional situations.
 - C. Reports complaints, problems and concerns regarding co-workers, management or residents in accordance with company policy.
 - D. Promotes positive public relations with patients, residents, family members and guests.
 - E. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.
5. Agrees to comply with the Code of Conduct.

Employment Standards:

Education: Must possess, as a minimum, a 10th grade education.

Experience: On-the-job training provided. Preferred, any combination of experience and training which provides the required skills, abilities, and knowledge.

Other: Must have a reliable source of transportation.

Working Conditions:

Works in office areas as well as throughout the facility. Must be able to move about intermittently during working hours including standing, lifting, bending, stooping, twisting, pushing and pulling. Must be able to read, write and speak the English language. Must be able to transfer residents and assist in emergency evacuations. Interacts with residents, family members, staff, visitors, government agencies/ personnel, etc., under all conditions/ circumstances. Must be able to relate and work with the disabled, ill, elderly, emotionally upset and at times, hostile people within the facility. May be involved in community/civic health matters/ projects. May be exposed to infectious waste, diseases, conditions, etc., including

exposure to the AIDS and hepatitis B viruses. Must be able to effectively communicate with the management staff, medical staff, nursing staff, and other unit supervisors. Maintains a liaison with residents, their families, support staff, etc. to assure that the residents' needs are continually met.

Receipt and Acknowledgment:

I acknowledge and understand that:

Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind. My employment is contingent upon acceptable job performance at all times.

The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

Manager/Supervisor Signature

Date