Dietary Aide

Job Description

Reports to: Director of Food Services

JOB SUMMARY: The Dietary Aide is responsible for providing gracious dining service to residents. Duties include serving and handling food in accordance with federal/state regulations and company policies and procedures. This position may assist with food preparation as directed by the cook. The Dietary Aide is also responsible for maintaining a clean and sanitary kitchen, food storage areas, and dining service areas. They may also assist in the receiving, rotation, and storage of products.

PRIMARY RESPONSIBILITIES:

Meal Service
1. Describe to the resident menu choices and assist with their food selections.
2. Provide refreshments prior and during meals: water, coffee, ice tea, etc.
3. Provide meals with appropriate textures.
4. Pick up and deliver menu orders; help load trays; carry trays to tables, and serve plates.
5. Assist residents with meal as needed, i.e. cut up meat.
6. Bus tables, scrape plates and deliver to the dishwashing room.
7. Deliver meals to resident rooms.

Food Preparation
1. Set up salad bar.
2. Prepare and pour beverages.
3. Cut and plate or dish-up desserts or salads.
4. Assist cook with food preparation as needed.
5. Assist cook to label and properly cover and store unused foods after each meal time.
6. Abide by all food sanitation guidelines and rules.

General Duties
1. Ensure all pantry items, table linens and condiment holders are stocked.
2. Clean up dining room and set up for next service.
3. Empty trash.
4. Mop kitchen floors and vacuum carpeted areas of dining room.
5. Wipe down soiled areas and spilled food or drink on dining room chairs.
6. Clean and sanitize counters, cupboards, kitchen appliances.
7. Assist in putting away food shipments.
8. Operate dishwasher, puts dishes and utensils away (if applicable).
9. Other duties as assigned by supervisor.

QUALIFICATIONS/SPECIFICATIONS:
1. Genuine concern for and ability to work with the elderly.
2. Enjoys serving food.
3. Exhibits customer service attitude.
4. Follow directions and graciously handles complaints.
5. Can juggle multiple tasks without frustration.
6. Must be able to utilize standard precaution knowledge and infection control measures where required.
7. Possess sufficient communication and language (orally and written) skills to perform job duties and communicate with residents, other staff, family members, etc., as needed.

EDUCATION:
Currently enrolled in school or high school graduate/GED.

EXPERIENCE:
Prefer experience working in a food establishment serving the public or a customer service position.

PHYSICAL JOB REQUIREMENTS:
In a typical eight hour day, employee will:

- Stand constantly, walk short distances frequently.
- Sit infrequently.
- Bends at waist, knees, hips and spine, frequently while lifting ≥10# but ≤25#.
- Secure proper assistance for transferring and lifting of residents as needed (training required for this task)
- Performs squats on a frequent basis to reach below knee requiring ≥10# but ≤25#.
- Reaches on a constant basis while performing kitchen functions. May occasionally reach overhead requiring ≤10#, and below waist requiring ≤25#.
- Performs a twist or rotation frequently at the trunk, hips, knees and neck while performing duties requiring ≥10# but ≤25#.
- Hand Dexterity-constant requirement for hand dexterity for preparing food items, i.e. cutting, stirring, cleaning, etc.
- Vision-must be able to read clearly with or without corrective lenses.
- Hearing- Must be able to hear telephone, audible alarms, bells, and signals related to kitchen cooking and cleaning equipment and resident safety, with or without hearing devices.
- Speech/language- must have strong command of the English language sufficient to read and write and interpret menus and food service/sanitation information.
- Bloodborne exposure category: Low

Ageia Health Services is an equal opportunity employer. This means we do not discriminate in employment decisions on the basis of race, color, national origin, citizenship status, creed, religion, sex, age, marital status, disability, political ideology, veteran status, or any category protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation and training. We fully comply with our legal duty to provide reasonable accommodations to allow people with disabilities to apply for and perform their jobs. If you have a disability that would affect your ability to perform the essential functions of this job you must let us know prior to accepting the position or as soon as possible should a change occur.

This job description may be changed to include new responsibilities and tasks or change existing ones as Ageia Health Services Management deems necessary.

EMPLOYEE ACKNOWLEDGEMENT:
I have read and I understand the job description in full for the position I am applying. I understand that my employment is at will and thereby understand that the company or I can terminate employment, with or without cause or advance notice.

I am able to fulfill the duties, responsibilities, and requirements of this position as outlined above.

Applicant’s/Employee’s Signature ___________________________ Date ______________________

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