

 **DIETARY AIDE**

**POSITION DESCRIPTION**

 The **DIETARY AIDE** assists in food service as directed, in accordance with established policies and procedures, and assists in maintaining a positive physical, social and psychological environment for the residents while maintaining resident comfort.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Adhere to Bay Bluffs’ Agreement of Belonging at all times.
2. Respect and honor Resident centered care.
3. Prepare food in accordance with sanitary regulations, as well as our established policies and procedures.
4. Develop and maintain a good working rapport with inter-department personnel, as well as other departments within the Facility to assure that food service can be properly maintained to meet the needs of the residents.
5. Maintaining the care and use of supplies, equipment, and appearance of work areas, regular inspections of food service areas for sanitation, order, safety and proper performance of assigned duties.
6. Assist in serving meals as necessary, and on a timely basis.
7. Serve food in accordance with established portion control procedures.
8. Assist in tracking inventory and storing in-coming food, supplies, etc as necessary.
9. Assist in daily or scheduled cleaning duties, in accordance with established policies and procedures.
10. Recommend to the Dietary Manager the supply needs of the department.
11. Assist in maintaining food storage areas in a clean and properly arranged manner at all times.
12. Assist in food preparation for special meals, for parties, etc.
13. Other duties as assigned.

**QUALIFICATIONS**

**Education:**

Must possess, as a minimum, a high school diploma, or equivalent (GED). Effective verbal and written communication skills are essential. Limited computer skills required.

**Experience:**

Dietary experience in a hospital, skilled nursing care facility, or other related medical facility, is not required but desirable. On-the-job training will be provided.

**Specific Requirements:**

1. Must be able to cook a variety of foods in large quantities.
2. Knowledge of dietary procedures and names and contents of dishes, etc.

**Physical Requirements:**

1. Must be able to bend, stoop, squat, lift, stir and move intermittently throughout the workday.
2. Must be able to cope with the mental, physical and emotional stress of the position.
3. Must be in good health and demonstrate emotional stability.
4. Must be able to lift equipment and supplies weighing up to 25 lbs.

**POSITION AUTHORITY AND ACCOUNTABILITY:**

Position reports to: Dietary Manager and Assistant Dietary Manager

Position supervises: None

**SUMMARY OF OCCUPATIONAL EXPOSURES:**

Blood-Borne Pathogens: The employee signing this job description **may have a reasonably anticipated risk** of exposure to blood borne pathogens; but not limited to blood and / or other infectious material, as the result of duties required to perform his / her job.

**ACKNOWLEDGEMENT:**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **DIETARY AIDE** and agree to perform the identified essential functions in accordance with the organization’s established procedures.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will either by the organization or myself and that such termination can be made with or without notice.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Dietary Aide

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Administrator