

**Dietary Aide/cook:** **Part time position** 20-29 hrs. per week for a 24/7 Long Term Care Facility: If you are self-motivating, friendly and have dietary/food service experience, we have a position for you. Shifts may vary 8, 10 or 12 hour with varying start times depending on need, week days or weekends. Double time for holidays worked & paid time off.

**Dietary Aide/cook:** **Full time position** 40 hrs per week 2/12 hour shifts & 2/8 hour shifts per week, every other weekend & rotating holidays. Excellent benefit package includes health insurance, generous time off, paid term life insurance, employer paid retirement and double time for holidays worked & paid time off. Apply on line [www.baybluffs.org](http://www.baybluffs.org) or in person Bay Bluffs 450 East Main St. Harbor Springs, MI 49740

**PURPOSE OF THE JOB:**

Dietary Aide The primary purpose of your job position is to assist in food service as directed/instructed, in accordance with established policies and procedures.

Cook:The primary purpose of your job position is to prepare food in accordance with current applicable federal, state and local standards, guidelines and regulations, our established policies and procedures, and as may be directed by the Head Cook and/or Dietary Manager, to ensure that quality food service is provided at all times

**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. Must be able to read, write and speak the English language.
3. Possess the ability to make independent decisions when circumstances warrant such action.
4. Possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
5. Knowledge of dietary procedures and names and contents of dishes, etc.
6. Possess leadership ability and the willingness to work harmoniously with professional and non-professional personnel.
7. Must follow attendance policies enforced by the Facility.
8. Must be able to follow oral and written instructions.
9. 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.
10. Must have patience, good moral character, enthusiasm and professionalism, as well as be willing to handle residents based on whatever maturity level they are currently functioning.

11. Possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.

**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 function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel and support agencies.
4. Must be in good health and demonstrate emotional stability.
5. Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.
6. Must be able to lift equipment and supplies weighing up to 25 lbs.

**Major Duties and Responsibilities:**

Listed below is an outline of the major duties and responsibilities that you will be required to perform:

- As **DIETARY AIDE / HOSTESS**, you are delegated the authority, responsibility and accountability to carry out your designed duties.
- Even though your job description is broad, every effort has been made to make this outline as complete as possible. However, we must emphasize that you may be required to perform other related duties and activities.
- Prepare food in accordance with sanitary regulations, as well as our established policies and procedures.
- 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.
- Create and maintain a positive and warm atmosphere throughout the department.
- Assure safety regulations are followed at all times.
- Assist in serving meals as necessary, and on a timely basis.
- Serve food in accordance with established portion control procedures.
- Participate and assist on departmental studies and projects as assigned or that may become necessary.
- Maintain confidentiality of all pertinent patient care information to assure patient rights are protected.
- Assist in tracking inventory and storing in-coming food, supplies, etc as necessary.
- Assist in daily or scheduled cleaning duties, in accordance with established policies and procedures.
- Attend and participate in workshops, seminars, activities and computer training.
- Recommend to the Dietary Manager the supply needs of the department.
- Assume the authority, responsibility and accountability of the Dining Room Aide / Hostess.
- Report all hazardous conditions/equipment to the Dietary Manager.
- Report all accidents/incidents as established by the department policies. Fill out and file reports as directed.

