



LUTHERMANOR
COMMUNITIES

DIETARY AIDE

REPORTS TO: Food Service Director

POSITION: Responsible for serving of meals to the residents in the dining room; assisting residents as needed with preparation of their plates; maintaining sanitary conditions in the dining room and salad preparation area. Assures quality food service for our residents, staff and guests.

POSITION QUALIFICATIONS:

- Ability to follow oral and written instructions.
- Demonstrates good time management skills, to ensure timely and efficient completion of duties.
- Able to do simple calculations.
- Regular attendance is required.
- Must be able to read, write and speak fluent English.

PHYSICAL REQUIREMENTS:

- Standing: 100% of day
- Walking: 1-3 hours/day
- Lifting: 25-50 lbs good body mechanics or 10-25 lbs improper body mechanics
- Twisting: Moderate twisting required
- Bending: Moderate bending required
- Squat/Kneel: Moderate squatting required
- Able to work in an environment in which contact to a variety of foods is necessary (e.g. allergies to nuts)

MENTAL DEMANDS:

- Must demonstrate effective communication skills with staff, residents and the public.
- Demonstrates ability to develop and maintain good interpersonal relations with staff and residents.
- Must demonstrate use of mature judgment and demonstrate excellent problem solving skills and ability.
- Must be able to work under stress when confronted with critical or unusual situations.
- Able to handle job responsibilities in a positive, professional manner.

WORK ENVIRONMENT:

- Willing to work around odors and extreme temperatures in the kitchen/storage areas.
- Required to work with chemical hazards while using cleaning supplies.
- Works primarily indoors in a well-illuminated, reasonably climate-controlled environment.
- Involves possibility of exposure to communicable disease.
- Works with frequent interruptions

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Food Preparation and Production
- Prepare and serve food/beverages to residents, staff and guests in the highest degree of palatability, quality and presentation possible.
- Take food and beverage temperatures to assure proper safety measures and maintain proper food/beverage temperatures.
- Sets up meal trays, food carts, and dining areas.
- Prepares and serves meals and snacks that are appetizing in appearance and which are in accordance with established portion control procedures, proper consistency and offer substitute food/beverages.
- Obtains food supplies, as needed.
- Assists in checking resident diet before distribution of food.
- Delivers food carts, trays, etc., to designated areas.
- Dish salads and desserts for the dining room and staff.
- Responsible for serving meals on time.
- Assist residents with cutting meat, buttering bread and getting plates ready for those who need assistance.
- Clean dining room tables and chairs after meals.

Safety and Sanitation

- Demonstrates knowledge of emergency policies and procedures,
- Performs all duties in a safe and efficient manner; assures that safety regulations are followed at all times by all staff.
- Assists in daily and/or scheduled cleaning duties, in accordance with established policies and procedures.
- Transfers food and dishes from carts and dining areas to dish washing areas; cleans utensils as directed; returns clean utensils to proper storage areas; disposes of food and waste in accordance with established policies.
- Assures that equipment is maintained in safe working order and reports all hazardous conditions/equipment to the supervisor; reports all accidents/incidents as established by department policies.
- Stores and disposes of food according to facility policies and procedures.
- Take dishwasher temperatures to assure proper safety measures and maintain proper temperature.
- Sanitizing work areas according to facility procedures and maintain in a high degree of cleanliness.
- Must follow work schedules as guidance of each work day.

Infection Control

- Demonstrates knowledge of infection and exposure control-
- Adheres to safe food handling procedures.
- Reports any and all exposures in accordance with OSHA and facility guidelines, policies and procedures.

Customer Service

- Interacts with residents, families, staff, and other visitors to the center in a pleasant, respectful, and courteous manner.
- Acts as a positive representative of the facility at all times.
- Performs incidental housekeeping and maintenance tasks as may arise during the course of regular duties, in order to maintain a clean, safe, pleasant environment for residents, visitors and staff.

Residents Rights

- Provides privacy and maintains the confidentiality of all resident care information.
- Ensures care and security of residents' personal possessions.
- Reports all complaints and grievances made by residents, family members, and visitors to the Dietary Supervisor or supervisor on duty.
- Ensures that residents are free from abuse (physical, mental, and sexual), mistreatment and neglect, and reports any such instances to appropriate facility staff.

In-Service Education

- Attends all in-service education programs mandated by federal, state, and company guidelines.
- Participates and assists in departmental meetings and projects as assigned.

Miscellaneous

- All other duties as assigned by the supervisor.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or residents.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities" To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

I have read this position description and fully understand the requirements. I accept the position of Dietary Aide and agree to follow the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs of the facility.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself.

Date

Signature

Print Name