Job Title: Dietary Aide	**Reports To:** Culinary Manager
Job Classification:	
FLSA Status:	**Revised Date:** April 2024

POSITION SUMMARY

- The dietary aide assists in preparing and serving meals. The dietary aide assists the Culinary Manager and other dietary staff as directed.

GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Facility/Community and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the residents/tenants and staff members is the number one priority of their Facility/Community.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments, checking voicemails/emails as appropriate and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Need to be able to follow verbal and written instructions.
- Need to be able to work on solo tasks without direct supervision.
- Maintain a steady work pace to ensure all residents/tenants receive their meals at the established time.
- Set-up dining room tables prior to meals.
- Plate menu items with eye appeal and according to menu specifications.
- Prepare other food items as directed by the Culinary Manager.
- Clear, wash, and sanitize all dining room tables after all meals.
- Rinse off dirty dishes and place dishes into the dish washing machine.
- Operate an automated dish washing solution dispensing system.
- Record data for sanitation and food safety.
- Document resident's meal intake for long term care setting.
- Assess problems and breakdowns for all food services equipment and report any concerns or needed repairs to the Culinary Manager.
- Attend in-service training programs for food service employees.
- Comply with established facility/community infection control and universal precaution procedures.
- Always follow Resident/Tenant Rights policies.
- Come to work as scheduled and consistently demonstrate dependability and responsibility.
- Accept and perform additional duties as assigned by your department head or Administrator/Executive Director in a cooperative manner.
- Come to work in a clean, neat uniform and consistently present an appropriate professional appearance.
- Serve food and beverages according to State and Federal regulations and management standards.
- Clean pots, pans, and other utensils according to the established schedule and by following the established policies and regulations for dish washing.
- Sweep and mop kitchen, dining room, and storage area as directed by the Culinary Manager.
- Store non-perishable foods and supplies according to State and Federal regulations and management standards.

- Comprehend and follow all OSHA, State and Federal policies and regulations.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- The sensory and communicative activities essential to the performance of this position include feeling, hearing, seeing, smelling, speaking, reading, writing, and tasting.

EDUCATION & EXPERIENCE REQUIREMENTS

- High School Diploma or GED preferred.
- Must complete food safety and sanitation education and participate in on-going continuing education.

PHYSICAL REQUIREMENTS

- Ability to lift up to 50 pounds or more with assistance. This position requires regular movements such as: balancing, crouching, fingering, lifting, pulling, pushing, grasping, kneeling, reaching, repetitive movement, standing, and stooping.
- An individual in this position may be exposed to: inside environmental conditions, physical chemical, or respiratory hazards.
- An individual in this position may be exposed to Bloodborne Pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

REQUIRED SKILLS

- Assume responsibility and accountability for all jobs performed as the dietary aide.
- Ability to work rapidly and under stress for short periods of time.
- Ability to work in a team environment, set a positive example and communicate effectively with staff and residents/tenants.
- A responsible, organized, and detail-oriented mindset.
- Refined time management skills and the ability to multi-task.

EQUAL EMPLOYMENT OPPORTUNITY

At your Facility/Community, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility/Community is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

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FACILITY/COMMUNITY NAME

_____ _____

EMPLOYEE SIGNATURE **DATE**

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE **DATE**

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PRINT SUPERVISOR NAME