

Category 1, 2, 3, 4  
Universal Precautions  
Apply (Circle One)

### DIETARY AIDE JOB DESCRIPTION

Department: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

#### General Purpose:

To provide assistance in all dietary functions as directed and instructed in accordance with established dietary policies and procedures.

#### Qualifications:

- \* Must be at least 18 years of age
- \* Completion of elementary education or otherwise show ability to read, write and follow oral and written directions
- \* Must speak and understand English
- \* Positive attitude toward the elderly

#### Essential Job Functions:

##### A. Dietary Functions

##### Duties:

Assist in the preparation, service and delivery of meals and snacks; know and use portion control procedures when preparing and serving meals; assist in daily or scheduled cleaning duties including work areas, tables, appliances and floors; assist in dish and utensil washing and cleaning including gathering soiled items from carts, trays and dining areas and placing clean items in proper storage areas; assist in distributing and collecting menus and checking all trays for completeness and accuracy of menu and diet preferences before distribution to residents; ensure proper storage of raw and leftover foods; obtain food supplies for next meals; and, perform all daily tasks in accordance with established Universal Precautions and sanitary, safety and infection control policies and procedures.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, reaching, bending, lifting, grasping, fine hand coordination, pushing and pulling, ability to distinguish smells, tastes and temperatures, ability to read and write in English, ability to communicate with residents, personnel and support agencies and ability to remain calm under stress.

B. Residents' Rights Functions

Duties:

Maintain resident confidentiality; treat residents with kindness, dignity and respect; know and comply with Residents' Rights rules; and, review and promptly report to Director of Food Services all resident complaints and grievances.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with residents and personnel and ability to remain calm under stress.

Other Job Functions:

A. Safety and Sanitation Functions

Duties:

Ensure that the department and all food storage and work areas are maintained in a clean and safe manner and that necessary equipment and supplies are properly maintained and arranged; maintain habits of good personal hygiene; promptly report all hazardous conditions, equipment, accidents and incidents to the Director of Food Services and/or Administrator; and, dispose of food and waste in accordance with established policies and procedures, wearing protective clothing and equipment when handling infectious waste and/or blood or body fluids.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Reaching, bending, lifting, grasping, ability to communicate with personnel, ability to read and write in English and ability to distinguish smells and temperatures.

B. Administrative Functions

Duties:

Assist the facility's Dietary Manager and/or Dietitian as necessary and implement recommended changes as required, ensuring that all dietary procedures are followed in accordance with established policies and procedures.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with residents and personnel and ability to read and write in English.

C. Staff Development Functions

Duties:

Attend and participate in orientation, training and in-service educational activities; develop and maintain a good working rapport with all personnel to ensure that food service is properly maintained; and, participate and assist in departmental studies and projects as assigned.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English, ability to communicate with personnel and support agencies and ability to understand and follow training and in-service education.

D. Equipment and Supply Functions

Duties:

Ensure that food and supplies for the next meals are readily available and assist in inventorying and storing incoming foods, supplies and equipment.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with personnel and support agencies and ability to read and write in English.

E. All Other Duties as Assigned

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice and that I am an at-will employee.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor