

JOB DESCRIPTION

TITLE: Diet Aide

DEPARTMENT: Dining Services

REPORTS TO: Health Center Dietary
Supervisor

GRADE: 2 DATE: 02/03

JOB SUMMARY:

The Diet Aide shall be administratively responsible to the Health Center Dining Room Supervisor. The Diet Aide shall be responsible for the service of food to the Health Center residents and meet any special needs of residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
(other duties may be assigned.)

Provides table service to all residents in the Health Center Dining Room.

Assembles and delivers trays to appropriate areas within the Health Center.

Serves appropriate food items and adaptive wear within the Health Center.

Interacts with residents and nursing staff regarding food preferences and requests.

Responsible for overall Health Center Dining Room appearance. Cleans and resets tables after each meal.

Prepares and delivers between-meal nourishments. Restocks nurses station and employee lounge to par levels, as assigned.

Portions and garnishes menu items for each meal.

Prepares and sets up all special events in the Health Center when scheduled.

Performs all cleaning and sanitation duties as assigned.

Complies with all department rules, regulations, policies, and procedures.

Attends all mandatory meetings and in-services.

Interacts with residents and co-workers in a positive manner.

Maintains a neat and clean appearance and good personal hygiene.

Adheres to established dress code

Works as a member of a team.

Gets along with co-workers.

Contributes to a positive, healthy and safe work environment.

Accepts change in a positive manner.

Functions under intense time pressure.

Performs any other relative, relevant duties as assigned.

EQUIPMENT USED:

General food service equipment.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Completion of ninth grade education.

LANGUAGE SKILLS: Must speak, read, and write English. Must be able to follow oral and written instructions.

MATHEMATICAL SKILLS: Basic mathematical skills.

REASONING ABILITY: General. Ability to handle job-related situations necessary.

OTHER SKILLS and ABILITIES: Working knowledge of special diets.
Possess excellent interpersonal skills.
Ability to think quickly and act appropriate in emergency situations.

PHYSICAL DEMANDS: Moderate. Requires standing, walking, talking, listening, balancing, bending, lifting up to 35 pounds, and pushing up to 75 pounds.

WORK ENVIRONMENT: Busy dining room with tight spaces in wait stations. Moderate noise levels, kitchen equipment including steam tables.

NUMBER OF PEOPLE SUPERVISED (Under regular control): None.



JOB ANALYSIS

Department: Dining Services Job Title: Health Center Diet Aid

Prepared By: Tricia Caton Date: March 29, 2004

This job analysis is to assist in proper job placement. Place an “X” in each of the appropriate boxes to describe the extent of the specific activity the employee’s job requires.

MATERIAL HANDLING ACTIVITIES		Not at all (0 hours)	Up to 28% Occasional (1-2 hours)	Up to 50% Frequent (3-4 hours)	Up to 78% Repeatedly (5-6 hours)	Up to 100% Continuous (7+ hours)
Lifting 35 pounds	Maximum pounds required			X		
FLOOR TO KNUCKLE			X			
KNUCKLE TO SHOULDER			X			
SHOULDER TO OVERHEAD			X			
Carrying				X		

NON MATERIAL HANDLING ACTIVITIES		Not at all (0 hours)	Up to 28% Occasional (1-2 hours)	Up to 50% Frequent (3-4 hours)	Up to 78% Repeatedly (5-6 hours)	Up to 100% Continuous (7+ hours)
Bending / Stooping			X			
Squatting / Crouching			X			
Kneeling			X			
Climbing / Stairs			X			
Pushing / Pulling Up to 75 Pounds			X			