



POSITION DESCRIPTION

DEPARTMENT: DIETARY
POSITION: DIETARY ASSISTANT/DIET AIDE
PAYROLL: NON-EXEMPT

The Dietary Assistant, Diet Aide, Dishwasher are accountable to the Dietary Manager.

PRIMARY RESPONSIBILITY:

Performs designated work and cleaning routines for the Dietary Department.

QUALIFICATIONS:

1. **EDUCATION:** High School graduate preferred.
2. **EXPERIENCE:** Previous institutional dietary service experience is preferred.
3. **APTITUDE:**
 - a. Ability to read, understand, and follow written and oral instructions, follow recipe directions, diet orders, tray cards, and work assignments.
 - b. Willingness to perform routine, repetitive tasks with frequent interruptions.
 - c. Numerical ability is necessary for recipe preparation and proper measuring of cleaning agents and chemicals.
 - d. Motor coordination and manual dexterity are required for various work routines such as preparing food items, serving meal trays, handling soiled dishes, operating dietary equipment and cleaning work area.
 - e. Able and willing to work flexible hours, such as during an emergency situation.
4. **PHYSICAL DEMANDS:**
 - a. Stands and walks intermittently throughout the working day. Reaches, stoops, bends, lifts, carries, and manipulates various foodstuffs, dietary supplies and equipment. Ability to work with chemicals and cleaning agents.
 - b. Exposure to temperature and humidity changes as in entering refrigerated storage areas, being near ovens, ranges, dishwashing machines, and steam tables.

SPECIFIC RESPONSIBILITIES:

1. Perform defined work routines, using various dietary utensils, supplies and equipment, as assigned by the Dietary Manager. Work routines may include dishwashing, pot and pan washing, cleaning, preparing foods for tray line, working on tray line, nourishment preparation and servicing the dining room.
2. Follow established reporting procedures for the following:
 - a. Inform supervisor of supply or equipment needs.
 - b. Any damaged or loose fixtures, flooring, or tiling requiring replacement or repair.
 - c. Any unsafe or malfunctioning equipment.
 - d. Any conditions conducive to breeding insects, rodents or other vermin.
3. Clean equipment and work areas as assigned by the Dietary Manager.
4. Attend scheduled department staff meetings.

5. Attend in service educational programs.
6. Follow defined safety codes while performing all duties.
7. Follow defined Infection Control procedures.
8. Understand facility's fire and disaster plans; follow established procedures during drills and actual emergencies.
9. Be knowledgeable of federal, state, and facility's rules, regulations, policies and procedures.
10. Dependability. Attendance a critical part of the job.
11. Perform other department duties or special assignments as directed by the Dietary Manager.

WORKING CONDITIONS:

WORK POSTURE REQUIREMENTS:	N/A	RARELY	OCCASIONALLY	FREQUENT	CONSTANT
SITTING				X	
STANDING				X	
WALKING				X	
DRIVING	X				
BENDING/WAIST				X	
CROUCHING/SQUATTING			X		
KNEELING		X			
CRAWLING		X			
CLIMBING			X		
TWISTING				X	
REACHING				X	
BALANCING				X	
THROWING	X				
DEXTERITY REQUIREMENTS:				YES	NO
FINGERING (Picking, Fine Movements)				X	
HANDLING (Holding, Grasping)				X	
WRIST MOTION (Repetition, Flexing, Rotation)				X	
FEET (Foot Pedals)					X
CARRYING REQUIREMENTS:			LIFTING REQUIREMENTS:		
Items Carried: Binders, Files			Items Lifted: Binders, Files		
Distance: 10-200 feet			Average Wt.: Variable, <10 pounds		
Times/Day: Multiple			Maximum Wt.: Variable, 25 pounds		
How Carried: By arms close to body			Times/Day: Multiple		

Average Wt.: <10 pounds	Lifting Levels: Floor, Knee, Waist, Chest, Overhead
Maximum Wt.: 25 pounds	
Items Carried on Person: Pens, Personal Items	
PUSH/PULL REQUIREMENTS:	ENVIRONMENTAL CONDITIONS:
Items Pushed: File drawers Times/Day: Multiple Items Pulled: File drawers Times/Day: Multiple	Inside Cramped quarters Moving objects Electrical hazard working with electrical equipment Exposure to infectious diseases Works with others and alone

The hospital reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this Position Description at the employer's sole and absolute discretion.

In compliance with applicable disability laws, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Is there anything that would keep you from meeting the position duties/requirements as outlined above? Yes _____ No _____

If "Yes", please explain: _____

I HAVE READ AND HAD THIS POSITION DESCRIPTION EXPLAINED TO ME. I HAVE RECEIVED A COPY AND UNDERSTAND THE ORIGINAL SIGNED COPY WILL BE PLACED IN MY PERSONNEL FILE.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

I have read and understand and accept the responsibilities described in this Dietary Assistant's/Dietary Aide's Job Description.

Dietary Assistant/Dietary Aide

Date