**JOB DESCRIPTION**

**JOB TITLE:** Dietary Aide

**DEPARTMENT:** Dietary and Clinical Nutrition Services

**REPORTS TO:** Food Service Supervisor/Cook, Food Service Manager, Dietary Services Director

**FLSA**: Non-Exempt

**PREPARED BY:** Martha Wright, VP Dietary and Clinical Nutrition Services

**PREPARED DATE:** July 2012

**APPROVED BY:**

**APPROVED DATE:**

**SUMMARY:** Serves food and baked goods and prepares fluids while complying with nutritional standards, government regulations and internal procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING (OTHER DUTIES MAY BE ASSIGNED):**

Prepares fluids using procedures to maintain quality

Serves meals using procedures to maintain quality and sanitation

Dishes food items to maintain quality of prepared foods and baked goods

Puts stock away, which may require lifting, in a manner to prevent food spoilage

Accurately records the meals served and monitors/records the temperatures of equipment and food

Cleans assigned areas using proper procedures specific to the area being cleaned (dining room, dish room, kitchen)

Washesdishes or cooking utensils following accepted standards of practice

Providesproper storage to maintain quality of prepared food and baked goods

Ensures compliance with sanitation

Follows dress code including proper footwear to prevent accidents

Participates on designated committees and meetings

Participates in menu planning

Uses dietary equipment, once trained, to chop, blend, puree

Follows established policies and procedures

Follows HACCP standards and procedures

Attends monthly department meetings to stay informed of the department needs and changes in procedures

Trains new employees

Attends in-services

**SUPERVISORY RESPONSIBILTIES:** N/A

**QUALIFICATIONS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE,** **CERTIFICATES, LICENSES, REGISTRATIONS:**

Less than high school education or up to one month related experience or training, or equivalent combination education and experience.

**LANGUAGE SKILLS:** Ability to read and interpret common recipes and production reports.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to site; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk, and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_