


Lutheran Services Carolinas Job Description

Job Title: Dietary Aide
Supervisor (title): Cook
Department: Dining Services
Approved by: B. Welch 

Date: 12/01/2014

Position Purpose/Summary:

The Dietary Aide will assist the Cook as directed in preparing and serving of meals; as well as maintain the cleanliness of the Dietary Department.

Essential Functions (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

1. Assists with the food preparation under the supervision of the Cook or the Assistant Director of Dietary Services.
2. Prepares for service: beverage items, dry cereals, breads, salads and desserts, according to planned menus for various diets and following diet cards for individual preferences, likes, and dislikes.
3. Follows oral and written instruction.
4. Sets up carts as directed.
5. Performs cleaning duties in the kitchen, storage areas, and dishwashing areas as assigned.
6. Removes soiled dishes from dining areas.
7. Operates the dishwasher; loads and lifts heavy racks of dishes.
8. Checks and records temperature of dish machine.
9. Stores food and supplies as directed.
10. Dates, labels, and stores all unserved food and condiments as directed.
11. Attends in-service training classes and practices new skills and work habits.
12. After training, may use kitchen equipment as assigned.
13. Understands and utilizes emergency equipment.
14. Utilizes safety standards and maintains safe environment.
15. Remains cordial and tactful with residents, peers, and others.
16. Follows established policies and procedures of the Dietary Department and the facility.
17. Stocks and cleans diet kitchens, cabinets, and refrigerators at each station.
18. Prepares staff dining room for meal service, replenishes supplies, and sets up dirty dish cart.
19. Completes other assigned duties as may be necessary for the orderly operation of the facility.

Supervisory Responsibilities, if any (*The scope of the person's authority, including the positions that report to the incumbent.*):

N/A

Qualifications (Minimum Job Requirements): *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: Some H.S. coursework, H.S. diploma or equivalent; or combination of education and experience.

Experience: Ability to read, understand and follow recipe directions.

Specific skills/abilities: Attention to detail and the ability to follow instructions for reading recipes, dietary needs and meal orders. The Dietary Aide must be physically able to serve meals and assist the residents in eating; must be compassionate and patient when working with elderly residents, as well as the residents' family members.

Specialized knowledge, licenses, etc.:

Preferences (Optional):

1. H.S. diploma or equivalent.
2. Training/experience in food service environment.

Working Conditions/Physical Requirements: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

1. The Dietary Aide stands and walks intermittently throughout the working day, as well as reaches, stoops, bends, lifts, carries, and manipulates various food products, dietary supplies, and equipment.
2. The Dietary Aide must have an ability to work with chemicals and cleaning agents.
3. Must be able to lift and/or carry 50 to 75 pounds and withstand exposure to temperature and humidity.
4. This employee must be free from infections or diseases.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.