



Job Description and Competencies

Dietary Aide

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| Position Title: | Dietary Aide |
| Department: | Nutrition Services |
| Revision Date: | March 2015 |
| Position Reports to: | Director of Nutrition Services/Nutrition Services Manager/Dietary Manager/Food Service Manager |
| Status: | Non-Exempt |

Employee Name

Effective Date

POSITION SUMMARY

Performs a variety of duties necessary for the operation of the food service department. Prepares food items and assembles prepared foods for patient trays, tray line assembly, delivers trays, may serve in the cafeteria. Responsible for clean up in kitchen and dining room, including dish washing. Cashiering duties in cafeteria as needed. May accept delivery of dietary supplies including inspection of products to insure freshness and accuracy of delivery. Also assists in the rotation of food stores and monitors food expiration dates.

POSITION SUPERVISORY RESPONSIBILITIES

Supervises the following positions: None

POSITION QUALIFICATIONS

MINIMUM QUALIFICATIONS:

High school diploma or equivalent required. Two (2) years of experience as a dietary aide in lieu of education will be considered.

Food handling certification as required by State regulations.

ADDITIONAL QUALIFICATIONS/SKILLS:

Six (6) months previous food service experience preferred.

Previous healthcare food service experience preferred.

Knowledge of therapeutic diets is preferred.

Ability to project a professional image.

Knowledge of regulatory standards and compliance requirements.

Ability to make independent decisions when circumstances warrant.

Working knowledge of computer and software applications used in job functions.

Freedom from illegal use of and effects of use of drugs and alcohol in the workplace.

CERTIFICATES, LICENSURES, REGISTRATIONS

Food handling certification as required by State regulations.

ATTENDANCE

Regular and punctual attendance.

LANGUAGE SKILLS

English is the primary language of the facility. Ability to read and write, communicate clearly with co-workers and customers and to respond to appropriate questions regarding work process or work product.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent.



Job Description and Competencies

Dietary Aide

REASONING ABILITY

Ability to apply common sense understanding to carry out instruction furnished in written, oral and/or diagram form. Ability to define and solve problems and collect data.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to identify and implement components of the dietary process. Identify learning needs and teach patients and families. Ability to communicate and collaborate with a variety of teams and individuals. Working knowledge and ability to apply professional standards of practice in job situations.

| Job Function | Approximate % of Time |
|---|-----------------------|
| Follows the dedicated meal plan for each patient, including timely delivery of meal trays. Assists cook with tray line service. Assists in preparation of cafeteria food items and tray line. | 40% |
| Maintains sanitation procedures within the department. Follows patient-specific Infection Control procedures as required. Assists with cleaning of department and equipment. | 25% |
| Accepts delivery of food items, including inspection of products and reconciliation of inventory. Rotates food stores and monitors expiration dates. | 15% |
| Provides support to cafeteria including food service, cashiering and cleaning of area. | 10% |
| Delivers and picks up patient carts and trays. Stocks nourishment stations. | 10% |

ADDITIONAL RESPONSIBILITIES

- Maintain excellent working relationships with co-workers, health care professionals and other health related facilities and organizations as appropriate.
- Promote Organization philosophy, mission and objectives within and to patients and customers outside the hospital.
- Demonstrates ability to prioritize tasks/responsibilities and complete duties within allotted time. Willing to seek out new methods and principles and be willing to incorporate them into existing practices.
- Demonstrates and understands the importance of and respect for the rights, dignity, and individuality of each patient in all interactions.
- Demonstrates honesty and integrity at all times in the care and use of patient and hospital property.
- Demonstrates respect for co-workers and responds to needs of patients by complying with hospital policies.
- Demonstrates satisfactory level of interpersonal skills to interact and deal tactfully with facility staff, Administration, patients, families, customers, vendors, and government agencies.
- Ability to carry out essential functions of this position with or without reasonable accommodation.
- Access continuing education opportunities appropriate to responsibilities.
- Appropriately accesses the resources of the company's corporate offices for consultation and support. Routinely shares professional knowledge with staff, managers and hospital personnel.
- Attend and participate in facility meetings.
- Knowledge of emergency and disaster procedures of the facility.
- Participate in hospital wide safety program identifying risks to patient safety and reducing healthcare errors.
- Participates in relevant in-service training sessions.
- Perform other duties as assigned.



Job Description and Competencies

Dietary Aide

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| Patient Rights | Promotes and protects patients' rights; treats patients with dignity and respect; reports suspected abuse or neglect. |
| Leadership | Demonstrates willingness to try new tasks; generates new ideas for change; evaluates and recognizes priorities; communicates and models organizational values; fosters high performance. |
| Performance Improvement | Applies performance improvement methods and techniques; assists in data collection; identifies processes for improvement in daily work; and participate in new employee orientation. |
| Environment of Care | Demonstrates understanding of fire and emergency procedures; participates in fire and disaster drills; demonstrates understanding of safety and security procedures; applies safety and security precautions; demonstrates understanding of hazardous materials plan; demonstrates proper use of equipment. |
| Infection Control | Applies hand-washing principles during daily work; demonstrates understanding of isolation precautions; recognizes signs and symptoms of infection and complies with the employee health program; demonstrates understanding of the process for identifying and handling infectious waste; maintains personal hygiene; complies with OSHA standards in the work place; and demonstrates understanding of cross-contamination. Complies with applicable health screenings. |
| Information Management | Enters or records data timely and accurately; protects confidentiality of patient information; protects data against loss or destruction; reports suspected violation of security/confidentiality issues. |

INTERPERSONAL SKILLS

Demonstrates active listening techniques; gains support through effective relationships; treats others with dignity and respect; seeks feedback; participates in processes to measure effectiveness, efficiency, and service; and maintains reporting mechanisms.

CONTINUING EDUCATION

Attends in-service and education programs; attends and completes continuing education required for maintenance of applicable license and/or certification.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually moderate.



Job Description and Competencies

Dietary Aide

| In a standard workday, Employee is required to: | | | | | |
|---|-----|---------------------|--------------|-----|-----|
| | Hrs | | | Min | Max |
| 1. Sitting | 0-8 | 4. Walking Distance | 1' to 50' | X | |
| 2. Standing | 0-8 | | 51' to 100' | | X |
| 3. Walk | 0-8 | | 101' to 300' | | X |

| Work Position and Activities | | | | | |
|--------------------------------|------------------------|-----------------------|-------------------------|--|---|
| N=Not at all | O=Occasionally (1-33%) | F=Frequently (34-66%) | C=Continually (67-100%) | | |
| 1. Lift or Transfer | | | | | F |
| a. Up to 10 pounds (Sedentary) | F | | | | F |
| b. 11-20 pounds (Light) | F | | | | F |
| c. 21-50 pounds (Medium) | O | | | | O |
| d. 51-100 pounds (Heavy) | N | | | | C |
| e. > 100 pounds (Very Heavy) | N | | | | F |
| 2. Carry | F | | | | C |
| 3. Push or Pull | F | | | | C |
| 4. Climb | O | | | | O |
| | | 5. Reach | | | F |
| | | 6. Stoop or Bend | | | F |
| | | 7. Crouch or Squat | | | F |
| | | 8. Kneel | | | O |
| | | 9. Handle or feel | | | C |
| | | 10. Talk | | | F |
| | | 11. Hear | | | C |
| | | 12. Sit, walk, stand | | | C |
| | | 13. Foot Controls | | | O |

| Employee uses hands for repetitive action such as: | | | | | |
|--|-----|----|----------------------------------|-----|----|
| | Yes | No | | Yes | No |
| 1. Grasping: Right Hand | X | | 4. Grasping & Turning: Left Hand | X | |
| 2. Grasping: Left Hand | X | | 5. Fine Manipulation: Right Hand | X | |
| 3. Grasping & Turning: Right Hand | X | | 6. Fine Manipulation: Left Hand | X | |

| Mental Demands | | | | | |
|---------------------|-----|----|------------------|-----|----|
| | Yes | No | | Yes | No |
| 1. Alertness | X | | 7. Creativity | X | |
| 2. Precision | X | | 8. Concentration | X | |
| 3. Analytic Ability | X | | 9. Judgment | X | |
| 4. Problem Solving | X | | 10. Imagination | X | |
| 5. Memory | X | | 11. Initiative | X | |
| 6. Communication | X | | 12. Patience | X | |

| Protective Equipment Needed | | | | | |
|-----------------------------|-----|----|------------------------|-----|----|
| | Yes | No | | Yes | No |
| 1. Gown | X | | 4. Mask | X | |
| 2. Gloves | X | | 5. Resuscitation Masks | | X |
| 3. Goggles | X | | 6. Respirator/TB Masks | X | |

| HAZARDS: Situations in which the individual is exposed to definite risk | | | | | |
|---|-----|----|---------------------------|-----|----|
| | Yes | No | | Yes | No |
| 1. Mechanical | X | | 8. Frequent Travel | | X |
| 2. Electrical | X | | 9. Long / Irregular Hours | X | |
| 3. Explosives | | X | 10. Stressful Atmosphere | X | |
| 4. Burns | X | | 11. Inadequate Work Area | | X |
| 5. Chemicals | X | | 12. Moving Machinery | X | |
| 6. Fumes/Gases/Odors | X | | 13. Blood Borne Pathogens | X | |
| 7. Toxic Waste | | X | 14. TB | X | |



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Dietary Aide

| Work Environment | | | | |
|------------------|-----|----|----------------|----|
| | Yes | No | Yes | No |
| 1. Inside Work | X | | 4. Vibration | X |
| 2. Outside Work | X | | 5. Wet / Humid | X |
| 3. Noise | X | | | |

JOB DESCRIPTION REVIEW:

- I understand this job description, its requirements, and that I am expected to complete all duties assigned.
- I understand that tasks assigned in this position may involve potential or direct exposure to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals and that the facility has provided me instructions on how to prevent and control such exposures.
- I understand the job duties may be altered from time to time.
- I have noted below any accommodations that are required to enable me to perform these duties.
- I have also noted below any job duties that I am unable to perform, with or without accommodation.

Employee Comments:

Employee's Signature

Date