

CLINTON AREA CARE CENTER, INC.
Hazel I. Findlay Country Manor/Clinton Commons

Dietary Service Aide
Job Description

Reports to: Dietary Manager or Designee

Job Objective: Under the direction of the Dietary Manager or Designee completes assigned tasks as they relate to dietetics, food storage, food preparation and service activities, while adhering to all nutritional standards and established regulations.

Personal Standards:

1. Education – High school graduate or GED is preferred.
2. Experience – Healthcare food service experience or training preferred.
3. Must be able to read, write, and spell English and do basic math.
4. Must adhere to department dress code.
5. Ability to verbally communicate with residents, family, the public, and other members of staff in English.
6. Honest, dependable, pleasant, able to accept constructive criticism.
7. Be able to safely perform the essential job functions without harm to self or others with or without reasonable accommodations.
8. Must adhere to privacy and security for residents and employees according to Health Insurance Portability and Accountability Act (HIPAA) requirements.

Job Responsibilities and Duties:

1. Work alone or with team to complete job assignments
 - A. Serve meals to residents and guests in dining rooms utilizing strong customer service skills.
 - B. Prepare desserts, salads and beverages according to production lists and assist cook/supervisor as assigned.
 - C. Prepare snacks utilizing snack lists/labels.
 - D. Obtain, monitor and record temperatures of hot and cold foods.
 - E. Report foods that are not in proper range to manager or discard if necessary.
 - F. Practice safe food handling at all times.
 - G. Accommodate resident requests for food and beverages whenever able.
 - H. Prepare accurate meal trays for satellite dining areas.
 - I. Bus tables and clean as required in assigned dining areas.
 - J. Wash dishes, flatware, pots and pans, and utensils using approved methods.
 - K. Obtain, monitor and collect required information for dish machinery, 3 compartment sink, freezer and coolers. Report problems to manager immediately.

- L. Check in stock and place in appropriate area, rotate stock utilizing FIFO method. Clean stockroom, coolers and freezer.
 - M. Clean and sanitize work area/equipment after use.
 - N. Complete special cleaning projects as assigned.
 - O. Sweep and mop floors as assigned.
 - P. Prepare staff meals and vending duties as assigned.
 - Q. Work with or train new employees and program personnel to duties listed above as required.
2. Use aseptic techniques, isolation techniques and good hand washing for infection control.
 3. Assure that all residents' rights are maintained at all times. Report any violation or suspected deviations from agency policy to supervisor or an Incident Report form.
 4. Follow all safety, security, infection control, and cleaning materials direction policies and procedures.
 5. Perform all tasks to assure residents and personal safety and protection of co-workers.
 6. Ability to maintain appropriate attitude and conduct necessary for the welfare of residents and staff.
 7. Other related job duties as assigned.

Environment:

1. Work is mostly performed in the kitchen and dining areas.
2. There are some exposures to blood, body tissues and fluids with occasional exposure to hazardous material and infectious diseases.
3. Exposure to a wide range of temperatures. (i.e. freezer, dish room)

Equipment Used:

Antiseptic water, mops, mop pails, broom, dustpan, dishmachine, beverage dispensers, 3 compartment sinks, carts, busing tubs, knives, ice machines, chemical dispensers, cutting boards, stoves, steamers, garbage disposal, steamtables, slicer, and vacuum cleaners. (No employee under 18 years of age may use the slicer.)

Physical/Sensory/Cognitive Requirements to Perform the Essential Job Functions:

1. Physical Strengths

Ability to spend 90% of work shift standing and/or moving about in the work area.

Must be able to lift up to 50 lbs.

2. Manual Dexterity

Must be able to continuously perform simple manipulative task, such as, using the equipment listed above and safely use knives, garbage disposal, cooking equipment, lifting trash bags into dumpsters and clean dishroom.

3. Coordination

Must be able to safely serve food and beverages in dining rooms. (i.e. pouring hot beverages, delivering hot foods to the table)

4. Mobility

Must be able to continuously stand, walk, frequently bend, squat, kneel, reach over shoulders, twist, stand and remain in uncomfortable positions for prolonged periods of time.

5. Speech

Must be able to articulate clearly and precisely in English.

6. Vision

Must be able to visually identify a resident within reasonable distance (approximately 50 feet) to identify a wandering resident and redirect them, if needed.

The ability to identify color for warning lights, signs, and labels frequently.

Must be able to read written instructions with or without corrective lenses.

7. Hearing

Ability to receive and understand verbal instructions and converse with residents, co-workers and visitors.

Must be able to respond to audible emergency alarms and be able to answer a call on the telephone or paging system.

8. Smell

Must be able to detect the smell of smoke, spoiled food, spills, etc.

9. Cognitive

Must be able to concentrate on moderate number of details with frequent interruptions.

Must be able to attend to tasks lasting from 10 – 60 minutes frequently.

Must be able to understand and relate specific ideas and concepts.

Must be able to perform assigned work tasks and to work on any assigned shift or days.

Employee Responsibility in an Emergency:

Share the responsibility for the safety and well being of all residents within the facility.

Able to respond to voice or mechanically activated fire system and follow emergency procedures. All employees need to respond to emergency situations immediately and capably for the safety of the residents and staff.

Miscellaneous:

I understand that I must be able to safely perform essential job functions in the Job Duties and Responsibilities section. Clinton Area Care Center, Inc. will provide reasonable accommodations in the performance of essential job functions for employees that qualify under the Americans with Disabilities Act.

Will you have any difficulty performing any of the essential job functions?

NO

YES

If yes, list the essential job functions including the number and the suggested accommodations necessary to perform the functions listed.

The Administrator reserves the right to change job responsibilities, duties and hours as needed. This document is for communication only and not intended to be a written or implied contract.

This job description is not intended to be all-inclusive. The employee will also perform other reasonable related job duties as assigned by the supervisor or the Administrator.

I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.

Employee Signature

Date

Revised: 02/10/10
07/30/10
07/28/17