

# HOAC t/a Seashore Gardens Living Center

## OPERATIONS *POLICY AND PROCEDURE MANUAL* JOB DESCRIPTIONS

Revised 2/25/2008

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### DIETARY AID

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**Department Assigned:** *Food Services*

**Supervisor:** *Director of Food Services, Assistant Food Services Director, and Dietary Supervisor*

#### **Purpose of Your Job Position**

The primary purpose of your job position is to provide assistance in all dietary functions as directed/instructed and in accordance with established dietary policies and procedures.

#### **Delegation of Authority**

As a Dietary Aide, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

#### **Job Functions**

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

## **DUTIES AND RESPONSIBILITIES**

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### **Administrative Functions**

1. Work with the facility's dietitian as necessary and implement recommended changes as required.
2. Ensure that all dietary procedures are followed in accordance with established policies.
3. Others as deemed necessary and appropriate or as may be directed.

### **Personnel Functions**

1. Develop and maintain a good working rapport with inter-department personnel, as well as with other departments within the Home to assure that food service can be properly maintained to meet the needs of the residents.
2. Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the department.

### **Staff Development**

1. Participate in and assist in departmental studies and projects as assigned or that may become necessary.
2. Attend and participate in workshops, seminars, in-service training programs, etc., as directed.

### **Dietary Service**

1. Serve meals that are palatable and appetizing in appearance.
2. Assist in serving meals as necessary and on a timely basis.
3. Serve food in accordance with established portion control procedures.
4. Assist in daily or scheduled cleaning duties, in accordance with established policies and procedures.
5. Clean work tables, meat blocks, refrigerators/freezers, etc.
6. Sweep and mop floors as directed.
7. Carry soiled utensils, etc., to wash area.
8. Return clean utensils to proper storage areas.
9. Wash and clean utensils as directed.
10. Carry out garbage and keep work areas clean, dry and free of hazardous equipment, supplies, etc.
11. Set up meal trays, food carts, dining room, etc., as instructed.

### ***Duties and Responsibilities (continued)***

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### **Dietary Service (continued)**

12. Assist cook in preparing meals.
13. Distribute and collect menus as necessary.
14. Obtain food supplies for next meal.

15. Assist in checking diet trays before distribution.
16. Deliver food carts, trays, etc., to designated areas.
17. Serve food in dining room as instructed.
18. Perform dishwashing/cleaning procedures. Assure that utensils, etc. are readily available for next meal.
19. Remove food trays from carts, dining rooms, etc., and take to dishwashing area.
20. Prepare and deliver snacks, etc., as instructed.

## **Safety and Sanitation**

1. Prepare food, etc., in accordance with sanitary regulations as well as with our established policies and procedures.
2. Follow safety regulations and precautions at all time.
3. Follow established Infection Control and Universal Precautions policies and procedures when performing daily tasks.
4. Ensure that the department is maintained in a clean and safe manner by assuring that necessary equipment and supplies are maintained.
5. Report all hazardous conditions/equipment to your supervisor immediately.
6. Report all accidents/incidents to your supervisor on the shift in which they occur.
7. Assist in maintaining food storage areas in a clean and properly arranged manner at all times.
8. Dispose of food and waste in accordance with established policies.
9. Wear protective clothing and equipment when handling infectious waste and/or blood/body fluids.
10. Report missing/illegible labels or MSDSs to your supervisor.

## **Duties and Responsibilities (continued)**

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### **Equipment and Supply Functions**

1. Ensure that food and supplies for the next meal are readily available.
2. Assist in inventorying and storing in-coming food, supplies, etc., as necessary.

### **Resident Rights**

1. Maintain confidentiality of all pertinent resident care information.
2. Knock before entering a resident's room.
3. Report complaints to the Director of Food Services.

### **Miscellaneous**

1. Make only authorized food substitutions.
2. Assist in food preparation for special meals for parties, etc.

### **Working Conditions**

1. Works in well-lighted/ventilated areas. Atmosphere is warm for cooking.
2. Moves intermittently during working hours.
3. Is subject to frequent interruptions.
4. Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
5. Is subject to hostile and emotionally upset residents, family members, etc.
6. Communicates with the medical staff, nursing staff, and other department supervisors.
7. Works beyond normal duty hours, on weekends, and in other positions temporarily, when necessary.
8. Is subject to callback during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
9. Attends and participates in continuing educational programs.

## **Duties and Responsibilities (continued)**

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### **Working Conditions (continued)**

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10. Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
11. Is subject to sudden temperature changes when entering refrigerator.
12. May be exposed to heat/cold temperatures in kitchen/storage area.
13. Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses.
14. Maintains a liaison with other department supervisors to adequately plan for dietary services/activities.
15. May be subject to the handling of and exposure to hazardous chemicals.

### **Education & Experience**

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1. Must possess, as a minimum, a 12th grade education or its equivalent.
2. None. On-the-job training provided.

### **Specific Requirements**

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1. Must be able to read, write, speak, and understand the English language.
2. Must possess the ability to make independent decisions when circumstances warrant such action.
3. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
4. Must be able to follow oral and written instructions.
5. Must maintain the care and use of supplies, equipment, the appearance of work areas, and perform regular inspections of food service areas for sanitation, order, safety and proper performance of assigned duties.
6. Must have patience, tact, cheerful disposition and enthusiasm as well as be willing to handle residents based on whatever maturity level they are currently functioning.
7. Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing dietary practices.
8. Must not pose a direct threat to the health or safety of other individuals in the workplace.

## **Duties and Responsibilities (continued)**

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### **Physical and Sensory Requirements** (With or Without the Aid of Mechanical Devices)

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1. Must be able to move intermittently throughout the workday.
2. Must be able to speak and write the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with the residents, personnel, and support agencies.
6. Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
7. Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.
8. Must be able to push, pull, move, and/or lift a minimum of (50) fifty pounds to a minimum height equivalent to the height of the employee and be able to push, pull, move, and/or carry such weight a minimum distance of (100) one hundred feet.
9. May be necessary to assist in the evacuation of residents during emergency situations.

### **Acknowledgment**

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This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by Management.

Management reserves the right to change job responsibilities; duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

I have read and understand this job description. I agree to accept the responsibilities and duties and fulfill requirements as outlined above.

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*Date*

*Signature-Dietary Aide*

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*Date*

*Signature--Director of Food Services*