

Dietary Aide

Tasks assigned to this position may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals.

Purpose of Your Job Position

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

Delegation of Authority

As **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 function 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.

Miscellaneous Information	Risk Exposure Potential to Blood and/or Body Fluids	Essential function (√ = NO)	Safety Factors			Competency Evaluation	
			Function Requires Repetitive Motion (√ = YES)	MINIMUM Weight Lifting Requirements Apply to Task (√ = YES)	Function Requires Prolonged Sitting, Standing, Bending, etc. (√ = YES)	Performs Function Satisfactorily (√ = NO)	Needs In-Service Training (√ = YES)
Duties and Responsibilities							
Administrative Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Information explaining the <i>Essential function</i> , <i>Safety Factors</i> , and the <i>Competency Evaluation</i> columns, as well as the <i>Risk Exposure Category</i> legend is provided in the “Job Position Analysis Information” section located on the last page of this job description. (Note: The number assigned to each individual column corresponds to that same number in the “Analysis” section.)							
Work with the facility’s Dietitian/Director of Food Services as necessary and implement recommended changes as required.	3						
Ensure that all food procedures are followed in accordance with established policies.	3						
Others as deemed necessary and appropriate, or as may be directed.	3						
Agree not to disclose assigned user ID code and password for accessing resident/facility information and promptly report any suspected or known unauthorized access, use, or disclosure of such information.	3						

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Personnel Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Develop and maintain a good working rapport with inter-department personnel as well as with other departments within the facility to assure that food service can be properly maintained to meet the needs of the residents.	3						
Create and maintain an atmosphere of warmth, personal interest, and positive emphasis as well as a calm environment throughout the department.	3						
Report known or suspected incidents of fraud to the Administrator.	3						
Log off computer workstations per established facility policy.	3						
Staff Development							
Participate and assist in departmental studies and projects as assigned or that may become necessary.	3						
Attend and participate in workshops, seminars, in-service training programs, etc., as directed.	3						
Attend and participate in facility mandatory in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, etc.).	3						
Food Service							
Serve meals that are palatable and appetizing in appearance.	3				√		
Assist in serving meals as necessary and on a timely basis.	3				√		
Serve food in accordance with established portion control procedures.	3		√		√		
Assist in daily or scheduled cleaning duties, in accordance with established policies and procedures.	3				√		
Clean work tables, meat blocks, refrigerators/freezers, etc.	3		√	√	√		
Sweep and mop floors as directed.	2		√		√		
Carry soiled utensils, etc., to wash area.	2		√	√	√		
Return clean utensils to proper storage areas.	3		√	√	√		
Wash and clean utensils as directed.	3		√	√	√		
Carry out garbage and keep work areas clean, dry and free of hazardous equipment, supplies, etc.	2		√	√	√		
Set up meal trays, food carts, dining room, etc., as instructed.	3		√		√		
Assist cook in preparing meals.	3				√		
Distribute and collect menus as necessary.	3		√		√		
Obtain food supplies for next meal.	3		√	√	√		
Assist in checking diet trays before distribution.	3		√		√		
Deliver food carts, trays, etc., to designated areas.	3		√	√	√		
Serve food in dining room as instructed.	2		√	√	√		
Perform dishwashing/cleaning procedures. Assure that utensils, etc., are readily available for next meal.	3		√	√	√		
Remove food trays from carts, dining rooms, etc., and take to dishwashing area.	2		√	√	√		
Prepare and deliver snacks, etc., as instructed.	3		√	√	√		

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Safety and Sanitation	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Prepare food, etc., in accordance with sanitary regulations as well as with our established policies and procedures.	3						
Follow safety regulations and precautions at all times.	3						
Follow established Infection Control Precautions policies and procedures when performing daily tasks.	3						
Ensure that the department is maintained in a clean and safe manner by assuring that necessary equipment and supplies are maintained.	3						
Report all hazardous conditions/equipment to your supervisor immediately.	3						
Report all accidents/incidents to your supervisor on the shift in which they occur.	3						
Assist in maintaining food storage areas in a clean and properly arranged manner at all times.	3		√	√	√		
Dispose of food and waste in accordance with established policies.	3		√	√	√		
Wear protective clothing and equipment when handling infectious waste and/or blood/body fluids.	2						
Report missing/illegible labels or SDSs to your supervisor.	3						
Equipment and Supply Functions							
Ensure that food and supplies for the next meal are readily available.	3						
Assist in inventorying and storing in-coming food, supplies, etc., as necessary.	3						
Resident Rights							
Maintain confidentiality of all pertinent resident care information including protected health information. Report known or suspected incidents of unauthorized access, use, or disclosure of such information.	3						
Knock and announce yourself before entering a resident's room.	3						
Report complaints to the Director of Food Services.	3						
Miscellaneous							
Make only authorized food substitutions.	3						
Assist in food preparation for special meals, for parties, etc.	3						

Working Conditions

Works in well-lighted/ventilated areas. Atmosphere is warm for cooking.
 Moves intermittently during working hours.
 Is subject to frequent interruptions.
 Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
 Is subject to hostile and emotionally upset residents, family members, etc.
 Communicates with the medical staff, nursing staff, and other department supervisors.
 Works beyond normal duty hours, on weekends, and in other positions temporarily, when necessary.
 Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
 Attends and participates in continuing educational programs.
 Is subject to injury from falls, burns from equipment, odors, etc., throughout the work day, as well as reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
 Is subject to sudden temperature changes when entering refrigerator.
 May be exposed to heat/cold temperatures in kitchen/storage area.
 Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.
 Maintains a liaison with other department directors to adequately plan for food services/activities.
 May be subject to the handling of and exposure to hazardous chemicals.

Education

Must possess, as a minimum, an 8th grade education.

Experience

None. On-the-job training provided.

Specific Requirements

Must be able to read, write, speak, and understand the English language.
 Must possess the ability to make independent decisions when circumstances warrant such action.
 Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
 Must be able to follow oral and written instructions.
 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.
 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.
 Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing food practices.
 Must not pose a direct threat to the health or safety of other individuals in the workplace.
 Must possess at time of hire and upon random request of the facility administrator, an unencumbered drug test result.

Physical and Sensory Requirements

(With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the workday.
 Must be able to speak and write the English language in an understandable manner.
 Must be able to cope with the mental and emotional stress of the position.
 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.
 Must function independently, have flexibility, personal integrity, and the ability to work effectively with the residents, personnel, and support agencies.
 Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
 Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.
 Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.
 May be necessary to assist in the evacuation of residents during emergency situations.

Acknowledgment

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position (unless otherwise noted on Column 2). I hereby accept the position of **Dietary Aide** and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Job Position Analysis Information

¹ Risk Exposure to Blood/Body Fluids Column:

Numbers entered into this column indicate the risk potential of your exposure to blood or body fluids. Established procedures identify the appropriate personal protective equipment that you should use when performing this task. The following numbers indicate your risk potential:

- 1** = It is **highly likely** that while performing functions assigned to this task you will be exposed to blood or body fluids.
- 2** = This task does **not** involve contact with blood and/or body fluids but while performing this task it **may** be necessary for you to perform a **Category 1** task.
- 3** = This task does **not** involve any risk of exposure to blood or body fluids.

² Essential function Column:

A \checkmark mark in this column indicates that you will not be required to perform this task.

³ Repetitive Motion Column:

A \checkmark mark in this column indicates that it will be necessary for you to perform some functions of this task repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.

⁴ Minimum Weight Lifting Requirement Column:

A \checkmark mark in this column indicates that it will be necessary for you to perform functions of this task that require some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. **Minimum** weight lifting requirements that you must perform are located in the "Physical and Sensory Requirements" section of this Job Description.

⁵ Prolonged Sitting, Standing, and Bending Column:

A \checkmark mark in this column indicates that some functions of this task require you to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.

⁶ Competency Evaluation Column:

Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted. A check \checkmark in this column indicates that you did **not** perform this task satisfactorily and/or in accordance with the facility's policies and procedures.

⁷ In-Service Training Column:

A \checkmark mark in this column indicates that you need additional training to better understand the performance requirements of this task. In-service training classes will be scheduled and your attendance at such classes is mandatory.