



Oahu Care Facility ***JOB DESCRIPTION***

POSITION: DIETARY AIDE

STATUS: Non-exempt
Various shifts (day, evening, night)
Full-Time, 8 hours/shift; 40 hours/week (1.0 FTE)
Part-Time, 8 hours/shift; 32 hours/week (0.8), 24 hours/week (0.6),
16 hours/week (0.4), 8 hours/week (0.2)
Casual, Call-in

REPORTS TO: LEAD COOK/COOK

POSITION SUMMARY:

Prepare food in accordance with current applicable federal and state standards, guidelines, and regulations for long-term care. Ensures foods are prepared and served in a palatable and appetizing manner, and in accordance established standards and diet restrictions. Primarily responsible for all cold food preparation, nourishments, and floor stocks in resident dining rooms, staff lounge, and administration. Must have understanding of all therapeutic diets and resident requirements.

WORKING CONDITIONS:

Exposed to various elements as heat, moisture, humidity, fumes, chemicals, water and odors. Subject to cuts, burns, slips, and falls. May be exposed to infectious waste. May be subject to hostile and emotionally upset resident or family member. Subject to sudden temperature changes when entering refrigerator freezer.

EQUIPMENT USE:

Operates or uses food service equipment and tools, including but not limited to: ovens, skillets, stoves, steamers, knives, peelers, graters, scales, utensils, mixers, blenders, coffee maker, food processor, slicer, measuring tools, microwave, etc. May operate garbage disposal, dish machine, broom, mop/bucket, cleaning tools, and computers. Handles delivery carts, pots/pans, trays, warmers, meal cards, and containers and cleans tables.

WORK HOURS:

Varies per status. Eight (8) hour shifts, weekdays, weekends, and holidays according to unit staffing needs. Overtime may be required, as well as rotation on weekends and other shifts as necessary.

MENTAL DEMANDS:

Duties require attention to detail, alertness, problem solving, timeliness, sound judgment, planning and organizational skills, and mathematical ability. Should have an eye for food appeal. Able to follow standard recipes and convert as necessary to meet production needs. Able to do several functions at the same time, subject to frequent interruptions.

PHYSICAL DEMANDS:

Must be able to lift up to 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds. May push up to 150 pounds. Involves constant standing, walking, reaching, precision handling, feeling, and seeing. Must possess hearing senses to hear equipment sounds and malfunctions. Must possess sight and color senses for food presentation. Must be able to smell and taste to determine quality, palatability, and spoilage.

COMMUNICATION DEMANDS:

Requires reading, frequent listening, accurately interpreting, clearly speaking, and legible writing in words and numbers. Frequently giving instructions to kitchen staff. May communicate with vendors, nursing staff and administration.

QUALIFICATIONS / REQUIREMENTS:

- One (1) year experience in food service operation.
- One (1) year experience in skilled nursing or medical facility preferred.
- High school diploma or equivalent.
- Satisfactory completion of State Department of Health Food Safety Certification Course preferred.



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A. SPECIFIC JOB DUTIES AND FUNCTIONS:

1. Prepares and properly identifies all general and modified diet items and accompaniments for residents, staff and visitors in accordance with planned menus or as requested.
2. Receives and properly documents in proper areas all diet changes received regarding resident dietary needs.
3. Closely review resident, staff and catering menus and revises applicable work sheets to accurately ascertain type and quantity of food supply required for production.
4. Ensure accurate portioning for foods according to standard.
5. Alerts Lead Cook/Cook and Food Service Director of problems, needs, and complaints concerning resident's needs, equipment, food supply, sanitation and safety.
6. Accurately serves palatable meals, appetizing in appearance, and in accordance with established standards and diet restrictions.
7. Transport food cart/supplies to appropriate floors, assisting distribution of meals as needed. Assists in keeping resident dining room kitchenette areas clean, neat and free from debris.
8. Accurately records dining room refrigerator temperatures as required, reporting any discrepancy immediately. Assists in keeping department and resident dining room refrigerators clean and free of unauthorized or undated foods and pest-free.
9. Clean, sanitize, and store food service equipment according to established standards.
10. Ensure department is maintained in a clean and safe manner by assuring necessary equipment are sanitized daily as scheduled.
11. Keeps work area clean and free from debris, ensuring all trash is emptied in timely manner.
12. Stores foods properly and in accordance with federal and state regulations.
13. As requested, prepares ethnic meal items or special requests for resident service, incorporating necessary dietary restrictions, as appropriate.
14. As directed, assists Lead Cook in performance of monthly inventory.
15. Accepts and verifies deliveries, checking items received against invoice, ensuring quality and good condition of items.
16. Assist with inventory management/cost containment by appropriate use and storage of food/supplies/chemicals.
17. Maintains safe environment and follows established safety regulations, sanitation procedures, and established Infection Control and Universal Precaution Procedures when performing daily tasks.
18. Recognizes unsafe/unsanitary (or potential for) conditions and correct situation. Reports situation immediately if unable to ensure correction.
19. Communicates with Dietitian and nursing staff regarding problems, requests, changes, and follows through using established procedures. Process and follows up with kitchen staff and completes proper documentation.
20. Ensures proper monitoring of food quality, temperature, and accuracy. Corrects deficiencies. Detects and reports spoiled or unattractive food or supplies.
21. Maintains established policies and procedures, standards and practices in food preparation to achieve department objective of high quality nutritional meals.
22. Assists in evaluating food preparation and effect of recommended changes to improve operations.
23. Assists in storing deliveries and distribute supplies to appropriate storage areas.

B. OTHER JOB FUNCTIONS AND DUTIES:

1. Attends and participates in meetings and committees as requested.
2. Performs other duties as required.

Acknowledged: _____ Date: _____
PRINT NAME/ SIGNATURE