

Snyder Village
Position Description

Position Title: Dietary Aide

FLSA Status: Non-exempt

Reports To: Dining Services Chef & Assistant Dining Services Manager

General Description

The Dietary Aide serves residents eating in the dining room and is responsible to set up the dining room before meals, clean up during and after meals and wash dishes. The Dietary Aide is also responsible for setting up trays and mopping and sweeping the floor.

Minimum Training and Experience

Experience in food service is helpful but not required.

Hours of Work

The hours of duty are as scheduled including weekends and holidays.

Personal Characteristics

1. Be able to read, write and follow oral and written instructions.
2. Be adept in handling dishes in a rapid manner.
3. Prefer to have some knowledge of various tasks performed in the kitchen.
4. Be sensitive and courteous in dealing with the needs and feelings of the elderly.
5. Be willing to uphold the mission and values statement of Snyder Village.

Job Responsibilities, Duties and Authority

1. Prepares drinks and snacks for meals and refills juices in refrigerator.
2. Sets tables and trays with proper eating utensils.
3. Acts as hostess –takes orders and helps serve food to the residents.
4. Clears and clean dining room tables and equipment.
5. Washes dishes.
6. Works in cooperation with other staff, departments, residents, families and guests.
7. Refill containers on the table.
8. Adheres to all safety and sanitary regulations governing storage, handling and serving of food and utensils.
9. Use proper procedures for closing up the kitchen and cleaning before leaving for the day.
10. Perceives and reports need for repair of equipment by filling out a work request.
11. Empties garbage and transports it to the dumpster.

12. Follow Dining Services uniform policy.
13. Performs assigned cleaning tasks.
14. Reports any unusual request, behavior, or activity with the residents to the nurse in charge.
15. Make sure dish machine and other chemicals are filled as needed.
16. Reports supply shortages to the dietary supervisor.
17. When possible, assists cooks or assistant cook in food preparation, serving, and cleaning as needed or assigned.
18. Performs other and related duties as may be assigned.
19. Attends mandatory dietary in-services.
20. Attends Snyder Village In-Service meeting as required by dietary supervisor.
21. Meets on a one to one basis with dietary supervisor or assistant for an evaluation yearly.
22. Ability to communicate in English via telephone, in writing and verbally in conversation with different levels of staff, residents and their families and any outside customers.
23. Start and finish shift on time.

Working Conditions

1. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Frequently required to stand and walk. Occasionally required to sit, use hands and/or fingers, reach with arms and hands, talk, hear, taste, smell and lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision and depth perception and ability to adjust focus.
3. Ability to utilize a phone when necessary.
4. While performing the duties of this job, the employee is occasionally exposed to blood and other body fluids, fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Employee Acknowledgment

I have read and understand this job description and will perform the above duties to the best of my ability.

Employee
Signature _____ Date _____

Executive Director Signature _____ Date _____