

WESTMINSTER VILLAGE

JOB DESCRIPTION

TITLE: Dietary Aide

EXEMPT STATUS: Non-Exempt

REPORTS TO: Kitchen Manager

GENERAL SUMMARY:

The Dietary Aide employee is a kitchen helper. They are responsible for assisting with the preparation of food through sanitary handling. The dietary aide employee is responsible for serving the required portion sizes.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Completes all assigned tasks within set time frames.
2. Prepares the trays for H/C and A/L with knowledge of likes and dislikes.
3. Responsible for the residents to receive the right diets in A/L and in H/C.
4. Will help to serve the residents in A/L on 1:1 basis.
5. Responsible for testing the temperature of food.
6. Required in meeting the specifications of serving and cleanliness as required by the State Board of Health.
7. Responsible for a cleaning schedule working sanitizing pots, pans, utensils and area.
8. Assists in cleaning items used by the production personnel.
9. Able to store and rotate stock (perishable and non-perishable)
10. Job requires the ability to work in production.
11. Assists with the transport of carts to appropriate dining areas.
12. Assists with dining room functions as needed.
13. Washes dishes using dishwasher
14. Washes pots and pans.

Other Duties:

1. Performs specific work duties and responsibilities as assigned by supervisor.
2. Assists in maintaining a high level of customer service for our residents and their guests.
3. Maintains acceptable standards of personal hygiene and complies with department dress code.

QUALIFICATIONS:

1. Ability to understand and follow instructions in English, communicate effectively, and perform simple arithmetic. Ability to understand measurements and conversions.
2. Ability to follow standardized recipes, instructions, specifications and standards.
3. Ability to work in close cooperation with residents, guests, visitors, families,
4. Previous experience preferred but not required.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Must be able to stand or walk for up to 8 hours or 100% of the work day. Must be able to bend, stoop, and stretch frequently throughout the day. Moderate to heavy physical effort needed infrequently. Manual dexterity for preparing food. Ability to use standard industrial kitchen appliances required. Must be able to lift up to 50 lbs. independently. Must have the ability to push carts independently, sweep and mop. May be exposed to extreme temperatures (freezers and stoves-range burners) for short periods of time. May be exposed to industrial cleaning chemicals. Must be able to see, hear, and communicate with others.

HOSPITALITY FOCUS:

The Westminster Village fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

WELLNESS FOCUS:

The Westminster Village employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.

DISCLAIMER:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of care and service.

Employee Signature

Supervisor Signature

Date

Revised 09/2018