**Good Shepherd Lutheran Services**

**Dietary Aide**

**Job Description**

**Position Title:** Dietary Aide

**Hours:** Non-Exempt. Works a maximum of forty (40) hours per week, as assigned by their manager.

**Reports To**: Dietary Manager

**Travel:**  None

**Job Summary:** Serves meals or beverages in the dining room according to tray card provided. Assist cooks as needed with preparing trays or meals.

**Work Environment:** Works in well lighted well-ventilated work area. Subject to falls, strains, burns heat and cold. Subject to handling contaminated articles.

**Essential Functions:**

* Wash and sort dishes.
* Serves meals or beverages in the dining room according to tray card provided. Assist cooks as needed with preparing trays or meals.
* Set up tables in dining room for meals and keeping them clean after meals.
* Operate dishwasher, toasters and microwave.
* Follow established policies and procedures of the Dietary Department.
* Maintain kitchen area in a clean, safe and sanitary manner.
* Other functions may be required or directed by your manager. Work under the supervision of Cook and dietary manager.
* Put away supplies and groceries as scheduled.
* Must anticipate 180° water in all faucets in kitchen.
* Must observe and follow all safety rules when using equipment: use of potholders; cutting and slicing foods; use of mixer.
* Must use ladder for items higher than eye level.
* Must know location of fire extinguisher and how to use.
* Follow proper lifting procedures and body mechanics.
* Observe residents carefully and report changes in condition or other information to the Charge Nurse.

**Skills and Abilities:**

* Sensitivity to the needs and feelings of the residents and families.
* Ability to work congenially with others, willingness to help others and flexible.
* Respect confidentiality with information.
* Good health with emotional and mental maturity.
* Respect for human life and individuality (feelings and opinions which differ from those of the other staff.)
* Patience, gentleness, concern and sincerity.
* Positive attitude, encouragement, optimism, hopefulness and realism.
* Accountability, especially for one’s own actions.
* Warmth and friendliness.
* Integrity, tact and diplomacy in contact with residents, family and co-workers.
* Ability to accept supervision and responsibility.
* Neat and well groomed.
* Economical and careful with property and supplies.
* Good observational skills to observe changes in residents physical and mental condition.
* Rest calmly and efficiently in new or stressful situations.
* Follow duty and work assignments.

**Physical Demands:**

* Stands, stoops, lifts heavy items, bends, pushes, pulls and walks short distances during the day.
* Exposure to marked changes in temperature and humidity.
* Exposure to dust, fumes and gases.

**Qualifications:**

 **A. Education/Other-**

* Must be 15 years of age or older.
* Must be able to read, write and follow oral and written instructions, document tasks completed.

**B. Personal-**

* Must be able to follow directions given by Cook and Manager.

This job description is not intended to be all-inclusive. The employee will be required to know how to perform several tasks but may not utilize them every day. It is dependent on resident activity.