

---

SUBJECT:	MT. GRANT GENERAL HOSPITAL JOB DESCRIPTION
DEPARTMENT:	DIETARY DEPARTMENT
TITLE:	<b>DIETARY AIDE</b>
REVISION DATE:	<b>10/27/2009</b>

---

## **DEFINITION:**

Under the supervision of the Dietary Manager, the dietary aide works in conjunction with cook in preparing patient meal trays and special diet requirements. The dietary aide is also responsible for nourishment preparation, dishwashing and preparation of tray service for the next meal.

## **EXAMPLES OF DUTIES:**

The duties listed below are examples of work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are **least** likely to be essential functions of this position.

1. Assist cook by preparing and portioning food items as instructed.
2. Set up trays and deliver meals and snacks to residents.
3. Clean and maintain kitchen work area and food preparation equipment in accordance with sanitation requirements.
4. Clean kitchen and work area.
5. Stock and store food items.
6. Retrieve dishes and utensils following meals.
7. Wash, sanitize and store dishes and utensils.
8. Comply with standards established by Quality Assurance Program.
9. Completes departmental paperwork and checklists daily.
10. Adheres to all Policies and Procedures of Mt. Grant General Hospital.
11. Serve food according to dietary guidelines, checking each tray for completeness and accuracy.
12. Will be assigned cleaning duties on cleaning day.
13. Other related duties as assigned.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### **Knowledge and Ability:**

#### ***Knowledge of***

- food preparation methods and procedures;
- fire and safety hazards related to food preparation, meal service, and operation of kitchen equipment;
- health and sanitation regulations pertaining to food preparation; and
- cleaning agents commonly used in sanitizing kitchen areas, dishes, utensils and equipment.

#### ***Ability to***

- learn food handling techniques;
- read, write and follow oral and written instructions;
- make simple arithmetical calculations to extend recipes;
- safely operate standard kitchen equipment and appliances;
- clean kitchen/dining areas including sweeping, mopping and vacuuming floors;
- serve meals using established portion control; and

---

SUBJECT: MT. GRANT GENERAL HOSPITAL JOB DESCRIPTION  
DEPARTMENT: DIETARY DEPARTMENT  
TITLE: **DIETARY AIDE**  
REVISION DATE: **10/27/2009**

---

- plan and organize work;
- work under time pressure;
- lift, transport, and stock supplies and materials;
- work cooperatively with staff, patients, and residents;
- comply with the Patient Bill of Rights and the Employee Responsibilities;
- comply with Mt. Grant General Hospital's general and departmental safety policies and procedures;
- read and write the English language.

### **Experience and Training:**

Any combination in training, education, and experience that would provide the knowledge and abilities. A typical way to gain the required knowledge and ability is:

High School Diploma or its equivalency

Institutional food preparation experience preferred

Food Handler's Card is preferred

Incumbent may be required to obtain ServSafe Certification in the first 30 days of employment.

### **PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to work in a kitchen environment for long periods of time. Strength and stamina to stand for long periods of time. Dexterity and coordination to handle various types of kitchen equipment. Hearing ability in order to listen to verbal orders and instructions. Some bending, reaching, squatting, and stooping to do minor maintenance checks on equipment. The manual dexterity and cognitive ability to operate kitchen equipment and prepare food under stressful conditions. Strength and ability to lift up to 50 pounds at times.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

### **WORKING CONDITIONS:**

Work is performed under the following conditions:

Work environment is generally clean with exposure to conditions such as smoke, noise, moisture, steam, heat and fumes. Work is normally performed inside a kitchen environment where noise levels may be high. Disturbances from customers may be frequent.

**FLSA Status:** Non-Exempt

---

SUBJECT: MT. GRANT GENERAL HOSPITAL JOB DESCRIPTION  
DEPARTMENT: DIETARY DEPARTMENT  
TITLE: **DIETARY AIDE**  
REVISION DATE: **10/27/2009**

---

**LIMITATIONS/DISCLAIMER:**

1. The above job description is meant to describe the general nature and level of work being performed; it is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.
2. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
2. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties requested by their supervisor in compliance with federal and state laws.
3. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the requirements and qualifications of the position of Dietary Aide and to the best of my knowledge believe I can perform these duties as described with or without accommodation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date