

Apostolic Christian LifePoints

Job Description

Position:	Dietary Aide
Facility:	Timber Ridge
Department:	Domestic Services
Reports to:	TR Dietary Manager
Supervises:	None

Scope of Position: The primary purpose of your job position is to provide assistance in all dietary functions as directed/instructed and in accordance with established dietary policies and procedures.

Qualifications:

1. Ability to read, write and speak the English language
2. Must be a minimum of sixteen (16) years of age and of good moral character
3. Must possess, as a minimum, an 8th grade education
4. Must function independently, demonstrate personal integrity and have the ability to work effectively with residents, administrative personnel, consultants, vendors, and others

Core Expectations:

1. Meet agency expectations for attendance, dress code, and working cooperatively with other employees
2. Follow safety requirements for agency and department
3. Respect rights and dignity of residents
4. Grasps instructions given for position
5. Knows diets, menus, adaptive equipment, information concerning position

Job Responsibilities:

1. Coordinate with other departments to ensure continuity of the residents' total regimen of care
2. Monitor that established dietary policies and procedures are followed
3. Assure that meals are palatable and appetizing in appearance
4. Assist in serving meal as necessary, and on a timely basis
5. Serve food in accordance with established portion control procedures
6. Assure that special diets are served according to menu and Doctor's orders
7. Prepare food in accordance with sanitary regulations according to state and county requirements and agency polices and procedures
8. Assist in maintaining a safe and sanitary work environment
9. Make recommendations regarding equipment, supply and other facility needs
10. Maintain documentation appropriate for the department
11. If a resident is in need of daily living care, seek assistance on the individual's behalf
12. Communicate and work as a team within the department as well as with other departments
13. Facilitate and model positive social interactions with community members, visitors, and other staff

Other Responsibilities:

1. Focus on meeting customer needs (staff, residents, families)
2. Support the vision, mission, and agency values when working with others which the agency has a relationship
3. Respect and follow all resident rights guidelines
4. Report any violations of resident rights to appropriate human rights staff
5. Maintain a positive, caring attitude throughout the workday
6. Use a team approach and help others
7. Display effective communication skills through proper interaction with residents, families and co-workers
8. Conduct yourself in a way that conveys an attitude of trust and dependability with co-workers
9. Report for work every scheduled day, on time and follow rules for the time clock
10. Respond to staffing needs of the department including calls for help when short staffed
11. Participate in department meetings and maintain appropriate number of in-service hours
12. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report
13. Maintain confidentiality of all resident information to assure resident rights are protected

Physical and Sensory Requirements:

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.

1. Must be able to bend, stoop, and move intermittently throughout workday
2. Must possess stamina to spend much of the workday standing or moving around
3. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately
4. Must possess emotional stability to work respectfully and harmoniously with clients and other staff
5. Must be able to use a computer, phone, etc. as required
6. May be required to lift, push, pull, and move equipment, supplies, and others, in excess of 50 pounds.

Apostolic Christian LifePoints

Job Description Review

Position:	Dietary Aide
Facility:	Timber Ridge
Department:	Domestic Services
Reports to:	TR Dietary Manager
Supervises:	None

I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (print): _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____