

<b>JOB DESCRIPTION MANUAL</b>		<b>SECTION:</b>	Job Description Manual
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		<b>EFFECTIVE:</b>	5/79
<b>SUBJECT:</b>	JOB DESCRIPTION	<b>REVISION:</b>	12/01, 3/16
	DIETARY ASSOCIATE	<b>REVIEWED:</b>	12/01, 3/16

**I. QUALIFICATIONS:**

- 1.1 High school degree, preferred.
- 1.2 Must have a good working knowledge of all products used in the Dietary Department.
- 1.3 Must have a basic understanding of food production.
- 1.4 Good interpersonal skills.
- 1.5 Must possess good communication skills.
- 1.6 Must be able to follow direction and perform assigned tasks.
- 1.7 Must be able to work with and secure the cooperation of fellow dietary employees in order to implement the meal.
- 1.8 Must be able to work with geriatric residents and understand their special diet needs.
- 1.9 Must exhibit a spirit of cooperation and teamwork.
- 1.10 Must exhibit tact, courtesy, diplomacy and good judgment skills.

**II. PHYSICAL DEMANDS AND SPECIAL CHARACTERISTICS:**

- 2.1 Works in a well lighted, well ventilated kitchen.
- 2.2 May be exposed to temperature extremes in storage areas.
- 2.3 Receives orientation and training on safe practices, care, and operation of equipment.
- 2.4 Stands, stoops, bends, lifts, and walks most of the workday.
- 2.5 May be subject to burns and cuts and receives training on safe practices and procedures.
- 2.6 Moderate to heavy physical work which may include lifting parcels of food weighing up to 50 pounds and pulling/pushing heavy food carts when required.

**III. JOB ACCOUNTABILITY AND RESPONSIBILITY:**

- 3.1 Meal Service
  - 3.1.1 Assists cook in preparation and service of meal. May dish salads and desserts, prepare vegetables and beverages and assist cook in meal production.
  - 3.1.2 Assists in tray assembly, tray/cart delivery, dining room service and clean up.
  - 3.1.3 Assists with in-between meal nourishment preparation, service and clean up.
  - 3.1.4 Assists in receiving and storage of food supplies.
  - 3.1.5 Ability to prepare some foods, understand diet requirements and ability to follow prescribed diets.

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- 3.2 Dishwashing
  - 3.2.1 Assists in washing dishes following meals.
  - 3.2.2 Assists in pot and pan washing during shift.
  
- 3.3 Sanitation and safety
  - 3.3.1 Prepares food in a sanitary manner. Uses proper food handling techniques.
  - 3.3.2 Maintains a clean working environment.
  - 3.3.3 Follows posted procedures for safe operation and care of equipment.
  - 3.3.4 Ensures frequent precautionary measures are employed to prevent accidents.
  - 3.3.5 Completes assigned cleaning duties.
  
- 3.4 Other
  - 3.4.1 Complies with facility policies.
  - 3.4.2 Follows through on resident rights.
  - 3.4.3 Attends in-service and other necessary training.

**IV. SUPERVISION AND DIRECTION:**

- 4.1 Reports to the Nutrition and Food Service Manager.
- 4.2 Works in collaboration with the other dietary department staff and consultant dietician.

**V. JOB STATUS & CLASSIFICATION:**

- 5.1 Full-time or Part-time, non-exempt.

**VI. OTHER:**

- 6.1 This job description is not intended to be all-inclusive. This job description in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position. Management reserves the right to revise this job description at any time.