

Job Title: Dietary Aide  
Department: Dietary  
Reports to: Dietary Manager

Job Summary - Assist cooks by washing all kitchen utensils, maintaining clean kitchen environment and simple food preparation.

PART I Job Qualifications

- A. Education: Must be at least 16 years old.
- B. Work Experience: Kitchen experience preferred, but not required.
- C. Equipment Utilization: Dishwasher.
- D. Physical Demands: Must be able to lift heavy kitchen utensils. Must be able to stand, bend and reach into bottom of large sink.
- E. Special Skills/Licenses:
- F. Training: Required ECCR Orientation & Inservices.
- G. Communication Skills: Read, write and speak English. Demonstrate ability to follow directions.

PART II Exposure to Hazardous Substances: Cleaning materials. Exposed to heat and cold. See attached list.

RPM (9/95)

Reviewed: 8/00

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DIETARY AIDE - Job Description

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PART III Job Duties/Responsibilities

	Essential (Y-Yes,N-No)	Frequency
Responsibility to <u>Residents</u>		
1. Assists in delivering hot food carts to residents and helps with tray service.	Y	D
2. Assists to prepare meals as directed.	Y	D
3. Prepares and sets up special drinks and desserts as indicated in diet plans.	Y	D
4. Cooperate with ECCR and the department staff in any inspection or investigation.	Y	AAT

	Essential (Y-Yes,N-No)	Frequency
Responsibility to <u>Supervisor</u>		
1. Washes all kitchen utensils, pots and pans.	Y	D
2. Cleans kitchen appliances, food carts, counters, equipment.	Y	D
3. Assists in receiving deliveries and store them as instructed.	Y	PRN
4. Assists in preparing food requests for camps, outings or the lodges.	Y	D
5. Assists in delivering food for staff or residents to the lodges.	Y	D
6. Cooperates with cooks and supervisor for assigned duties.	Y	D

- |  |   |   |
|--|---|---|
| 7. Cleans, washes, sweeps, mops and wash walls as needed.  | Y | D |
| 8. Reports to work on time as scheduled in proper uniform. | Y | D |

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DIETARY AIDE - Job Description

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PART III Job Duties/Responsibilities

- |   | Essential<br>(Y-Yes,N-No) | Frequency |
|---|---------------------------|-----------|
| Responsibility to <u>Staff</u>                |                           |           |
| 1. Keep staff rooms clean at all times.       | Y                         | D         |
| 2. Maintain clean working areas at all times. | Y                         | D         |
| 3. Make coffee, refill supplies as needed.    | Y                         | D         |

- |   | Essential<br>(Y-Yes,N-No) | Frequency |
|---|---------------------------|-----------|
| Responsibility to <u>Self</u>                 |                           |           |
| 1. Maintain clean white uniform at all times. | Y                         | D         |

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DIETARY AIDE - Job Description

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**HAZARDOUS SUBSTANCES**

**DIETARY AIDE**

KITCHEN

Pam Dandy  
Lime-A-Way  
Clorox  
Medallion (SS cleaner)  
Solitaire  
Exeabler  
Flash Dry  
Comet  
Antimicrobial Lotion Soap  
Misty Oven Cleaner

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