

Big South Fork Medical Center

Job Title: Dietary Tech / Aide	Dept. Number/Title: Dietary
Job Code:	Title Reporting To: Dietary Manager
FLSA Status: Non-Exempt	Effective Date: 01/09/2017
Division: Dietary	Division Head: Hospital Administrator

Job Purpose: Describes the general purpose of the job; why the job exists.

Cleans equipment and department, sets up and serves cold food on trayline. Delivers food carts to patient areas, helps nursing in tray delivery to patients. Washes dishes and empties trash in accordance with established policies and procedures.

Accountabilities: The principle end results for which this job is held accountable

- I. Keeps cold line, coffee and dishmachine areas clean; sanitizes work surfaces; mops floor/work area according to procedures; clean rubber mats, take out trash as necessary; performs assigned cleaning duties; cleans cafeteria after breakfast when assigned.
 - * Assists with set up and delivery of delayed or late trays; keeps spare cart on nursing unit for soiled trays; empties when necessary.
 - * Sets up cafeteria at lunch, e.g. cleaning tables, replenishing salt, pepper, sugar, paper products, desserts, etc.
- II. Follows production sheets in setting up cold line, demonstrating accuracy in measuring and portioning food; prepares coffee at each meal.
 - * Serves cold foods on trayline according to preference cards and production sheets.
- III. Assumes other duties or positions in the department and/or assists with special functions as requested by a supervisor.
 - * Puts up stock and keeps storage areas organized using proper storage procedures, e.g. like items together, labels facing front, dating when necessary, etc.; flatten cardboard; straighten storeroom and trailer as needed.
 - * Delivers trays to patients at mealtime using correct identification procedures; return soiled food carts to kitchen.
- IV. Operates dishmachine using correct warewashing, handling and storage techniques; cleans dishmachine area after use; cleans and sanitized day care and patient food carts; demonstrates ability to descale and breakdown dishmachine.
 - * Answers telephone and assists with processing diets changes and making preference cards in the absence of a Diet Clerk.
 - * Assists with stocking patient floors as assigned.
 - * Keeps cafeteria stocked with china, silver and glassware at mealtimes; washes cafeteria.

Major Work Activities: List the typical and regular activities required of the job. Describe what is done and why it is done.

- V. Each employee is evaluated and records are maintained on competency of performing their duties including the specific job: effective and safe use of equipment; disaster preparedness, prevention of contamination and transfer of infection when applicable.
- * Completes competency checklist annually or more often as required by department policy.

This Job Description is an overall statement of major accountabilities and duties performed by incumbents in this position. The incumbent may be requested to perform other position-related duties other than those described in this description.

Job Specifications

Minimum Level Qualifications

Education:

High School or equivalent.

Experience:

None Necessary.

Licensure, Certification, and/or Registration:

None.

Physical Demands:

Demonstrate the ability to lift 25-50 pounds and/or the ability to assess the lift load in order to ask for help. Standing, walking majority of work day.

Skills and Qualifications:

Literate able to correctly follow instructions.

Other Special Characteristics:

- 1) Ability to communicate well with wide variety of people including employees, nursing staff, managers and physicians.
- 2) Ability to assess and react to situations.
- 3) Must be motivated and work independently.
- 4) Must be able to perform at a fast pace and/or stressful environment.
- 5) Ability to listen and maintain confidentiality.

Always present yourself professional with a friendly, happy attitude.

I have received, reviewed and fully understand the job description for Dietary Tech/Aide. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: _____ Signature: _____

Date Signed: _____

Hospital Administrator

Date

Form Number	Origination Date	Revision Date	Obsolete Date	Review Date
	01/09/2017			03/01/2018 js