

CORNERSTONE NURSING AND REHAB CENTER

Title Job Description	DIETARY AIDE 3 pages
Department	Dietary
Supervisor	Dietary Manager
Work Area	Kitchen, Dining rooms, Resident rooms
Purpose	Provide general clean-up in the dietary department and assist the cook with duties as assigned.

GENERAL DESCRIPTION

Cornerstone Nursing and Rehab Center will assist in providing nutritional and dietary needs to promote the optimal health of all residents. The dietary aide will assist in creating an atmosphere that is cheerful, clean, tidy, safe and comforting at all times.

PRINCIPLE DUTIES

- Prepare dining room tables for meals, by setting tables with utensils, napkins, glasses, etc.
- Wash dishes at the completion of each meal
- Clear tables of soiled dishes after each meal
- Sanitize tables after meals
- Assist in daily and scheduled cleaning duties of the department
- Maintain clean and sanitary work area
- Aide the cook with duties as assigned

PRINCIPLE RESPONSIBILITIES

- Maintain a clean and orderly dining room
- Ensure care and responsible use of the dish washer
- Ensure compliance with personal hygiene and health standards
- Participate in surveys/inspections made by regulating agencies
- Ensure compliance with established sanitary standards
- Attend all required in-services.
- Complete all training, as assigned, within the specified time frame
- Maintain positive relations with residents, visitors, families, and staff
- Maintain confidentiality
- Comply with all policies and procedures, as set forth in in the Policy and Procedure Manual
- Comply with applicable standards of behavior and conducts including, but not limited to, standards of employee conduct and professional code of ethics

- Use proper protective equipment when required
- Be punctual

PERSONAL QUALIFICATIONS

- Be in good physical health
- Have a sense of responsibility
- Be 16 years of age or older
- Must have completed at least the 8th grade in High School
- Possess good moral character
- Possess good mental, emotional, and physical health
- Possess the ability to read and write with clarity
- Have the ability to work independently

PHYSICAL DEMANDS OF THE JOB

- See the physical demands for this position

WORKING CONDITIONS

- Dietary workers work in a well-lighted, well-ventilated work area
- May be exposed to extremes of hot and cold temperatures
- Subject to cuts, burns and falls
- Working in close quarters with others
- Pressure meeting meal schedules and setting up of dining room

WORKING HOURS

- Varied shifts
- Includes weekends and holidays

Dietary Manager

Date

Reviewed:
Initials/date: _____
Initials/date: _____
Initials/date: _____

I, _____, have read the above job description and fully understand the conditions set forth therein, and as a Dietary Aide, I will perform these duties to the best of my ability. I also understand Cornerstone Nursing and Rehab Center cannot guarantee my employment and that Cornerstone may change wages, benefits and/or conditions of employment at any time.

Employee Signature

Date