**Job Description:** Dietary Aide

Reports to the Director of Food Services

**Position Summary:**

A Dietary Aide helps serve, prepare, and cook meals for residents, staff, and visitors while maintaining the cleanliness of the work area. A Dietary Aide promotes resident self-direction and participation in decisions that emphasize choice, dignity, privacy, individuality, and independence and will work closely with residents to address resident needs outlined in the individual person-centered service plan.

**Education/Experience/Certification:**

* High School diploma or equivalent preferred
* Experience in a health care setting preferred.
* Ability to understand English both written and spoken.
* Must have sufficient communication and language skills to perform duties, and communicate with residents, other staff, family members, and health care professionals, as needed.
* Obtain or possess up-to-date CPR (including abdominal thrust) and First Aid certification directed by state and agency guidelines for healthcare settings.
* Obtain or possess up-to-date Food Handler Certification as directed by state guidelines.
* Satisfactory background check including criminal history, and employment verification for the position held.

**Knowledge / Skills / Abilities:**

* Work independently, and collectively as a team along with the ability to relate well with all people associated with the facility including but not limited to residents, resident families, visitors, volunteers, staff, and other professionals inside or outside the agency personnel.
* Document professionally with the use of facility forms and resident management systems on a computer in a professional, timely manner.
* Flexible, receptive, adaptive to change, and ability to plan, organize, implement, and follow through on duties and responsibilities given.
* Practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions, accidents, or injuries immediately to the facility Director or Designee.
* Practice infection control procedures by good hand washing, and using personal protective equipment as needed.
* Adhere to the approved break and meal schedule as directed by the Oregon Bureau of Labor \* Industries (BOLI) in the Employee Handbook.
* Assume responsibility for reporting and documenting incidents of abuse, suspected abuse, or injury of unknown cause abuse and other actions affecting resident welfare to the appropriate facility administrator or facility designee, local department office, or local AAA, Law Enforcement Agency if the suspected abuse is believed to be a crime (e.g. rape, murder, assault, burglary, kidnapping, theft of controlled substances, etc.)
* Provide residents or the resident’s representative with information on services provided by the State Long Term Care Ombudsman Office.
* Report promptly any condition that may be unsafe or unhealthy and any on-the-job or work-related injury.
* Maintain an accurate record of your time worked while following standards of attendance outlined in the Employee Handbook.

**Essential Functions:**

* Able to lift, move, push, and pull up to 50 lbs., hear, see, speak, sit, balance, kneel, reach, grasp, walk, stand, stoop, squat, and bend adequately perform the job functions.
* Must be able to perform functions related to the job safely and successfully, with or without reasonable accommodation required by federal, state, or local law.
* Function with inside and outside environmental conditions.
* Ability to work on your feet and in the standing position for extended periods of time.
* Follow established performance standards and perform duties outlined in facility policies and procedures.
* Come to work in clean, neat attire consistently presenting a professional appearance as outlined in the Employee Handbook.

**Tools & Equipment Used:**

* Manage Keys
* Dining Carts
* Trash Carts
* Personal Protective Equipment
* Dishwasher
* Coffee Machine
* Cold Bar
* Vacuum
* Mop
* Broom
* Dustpan
* Chemicals used for sanitation

**Position Attire:**

* Scrubs with use of Apron or Chefs Coat with the use of Apron
* Closed Toed Shoes
* Name Badge
* Hair Restrained as outlined in the Employee Handbook

**Dietary Aide Responsibilities:**

* Assist employees in following established facility policies and procedures.
* Set dining areas for meal service with attention to cleanliness and order.
* Prepare meals under the supervision of the food services director, PIC, or Management Designee.
* Deliver meals and prepare food trays for visitors, residents, and staff during dining hours.
* Remove plates and serveware upon the completion of a meal.
* Monitor pantry stock and inform management of items running low and in need of re-ordering.
* Assist the Director of Food Services in the proper use, storage, and waste management of stock.
* Discard leftovers and take out garbage.
* Clean food stations and wash dishes, cooking vessels, and silverware.
* Assist in keeping track of expenses and menu planning.
* Prepare, organize, and set up meal trays with accuracy.
* Lead caregivers in the coordination of the delivery of meal trays.
* Organize and retain meal tickets used for meal service.
* Assume accountability for the proper care and use of kitchen equipment.
* Responsible for the washing, folding, and putting away of kitchen laundry that includes aprons, chef coats, dining room table towels, and deep cleaning towels.
* Maintain a steady work pace.
* Sweep, mop, and vacuum as needed to maintain clean dining and work areas.
* Proper safe handling, use, and storage of cleaning equipment, including chemicals.
* Appropriate use of Dishwashing / Sanitation machines.
* Complete Documentation related to resident care, environmental monitoring, and department-specific monitoring forms promptly.
* Assist in the planning and organization of special events or themed meals for residents, families, staff, and visitors.
* Handle any concerns or complaints regarding the food or dining experience and take appropriate action to address them.
* Prepare food according to instructions while adhering strictly to safety and health standards.

**Resident Services:**

* Know, understand, implement, and advocate the Resident's Bill of Rights as outlined in the Oregon Administrative Rules for Residential Care and Assisted Living Facilities.
* Compassionately offers comfort, friendship, and companionship to residents.
* Communicate with the healthcare team and family members curiously and professionally in all aspects of resident care.
* Carry out assignments as directed by those who initiate care.
* Facilitate resident care as outlined in Person-Centered Service Plans including Individual-based Limitations, change of conditions, interim service plans, and behavior plans, and provide positive interventions and support.
* Assist with scheduled and unscheduled needs of each resident that include assistance with activities of daily living, resident-focused activities, supervision, and support.
* Respond to resident call lights promptly with professionalism, kindness, and courtesy.
* Assist in maintaining a clean and sanitized dining services environment including but not limited to, trash removal, cleaning schedule, and dishes.
* Assist residents with self-directed access to social involvement, appropriate nutrition including assistance with mobility to and from social engagement, meals, meal delivery, and appropriate before and after meal sanitation assistance.
* Be alert to subtle changes in resident condition, reporting and documenting all resident injuries to medical staff who can initiate care.
* Assist with facility procedures for admission, discharge, or transfer of residents and resident appointments.
* Assume responsibility for facility keys and manage the use of communication equipment communication including proper storage completing shifts.

**Facility Training/Ongoing Education:**

* Complete facility training program that includes methods to determine the competency of Dietary Aide staff through evaluation, observation, or written testing. Maintain current documentation regarding demonstrated competency.
* Assume responsibility for attending Monthly In-service, in-person scheduled training, and completing continuing education to maintain compliance for the position held.
* Participate in health care teaching and counseling provided by the facility director of nursing.
* Familiarize oneself with the information contained in the Employee Handbook and seek verification or clarification where necessary.

I have read the provided job description for Willamette Manor and fully understand the requirements of this position. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

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| STAFF SIGNATURE | DATE |
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