

## **ASSISI HEIGHTS POSITION DESCRIPTION**

**DEPARTMENT:** Food Service

**POSITION:** Dietary Aide- Cafeteria

### **GENERAL SUMMARY**

The Dietary Aide performs a variety of duties by providing cafeteria type food service to the Sisters, staff and guests. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Assure confidentiality at all times with issues relating to residents, guests and fellow employees.

### **ESSENTIAL FUNCTIONS**

- Sets up cafeteria and buffet lines, including, but not limited to, utensils, dishes, salad bar items and desserts.
- Breaks down cafeteria and buffet lines after meals.
- Maintains cleanliness of cafeteria and buffet lines using proper cleaning and sanitation supplies.
- Provides delivery, setup and cleanup of food and beverages from catered functions outside the cafeteria.
- Restocks cafeteria supplies, including, but not limited to dishes, milk and condiments.
- Assembles food trays according to individual tray cards.
- Delivers meals to Health Care Center.

### **OTHER FUNCTIONS**

Other duties as assigned by Food Services Manager.

### **COMPETENCIES AND/OR SPECIAL REQUIREMENTS**

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Directed Living Philosophy

- Must pass a background investigation, including a criminal history investigation.

### **QUALIFICATIONS**

- Previous food service experience preferred, but not required.
- Knowledge and use of personal protective equipment (PPE).
- Good time management and organizational skills.
- Ability to perform work accurately and thoroughly with limited supervision.
- Ability to read, write and communicate effectively.
- Ability to be flexible and work safely.
- Ability to positively and productively interact in a work environment.

*(Qualifications- continued)*

- Ability to understand and follow written and verbal instructions.
- Ability to work effectively as a team member.
- Ability to work independently.

### **WORKING CONDITIONS**

- Standing, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis.
- Objects frequently required to be lifted, and/or carried, range from 5-25 pounds daily and pushed, pulled, lifted, and/or carried up to 30-50 pounds occasionally.
- Exposure to cleaning and sanitizing chemicals on a daily basis.
- Exposure to varied temperature and humidity.
- Exposure to wet floors on a daily basis.

**ACCOUNTABILITY:** Reports to Food Services Manager

**POSITION LEVEL:** N-3

**FLSA:** Non-Exempt

**DATE PREPARED:** December 2010

**DATE UPDATED:** March 2017  
June 2018

### **SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Director or: \_\_\_\_\_ Date: \_\_\_\_\_

Congregational Leadership