ASSISI HEIGHTS
POSITION DESCRIPTION

DEPARTMENT: Food Service  POSITION: Dietary Aide- Dish Room

GENERAL SUMMARY
The Dietary Aide performs a variety of duties by providing and maintaining clean and sanitary dishes, trays, utensils and food carts; cleaning and maintaining the dining room; delivering meals to the Health Care Center Sisters. 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
- Racks, washes and distributes dishes, trays and utensils.
- Maintains cleanliness of the dish washing machine and dish room area, with the use of the proper cleaning and sanitizing supplies.
- Maintains cleanliness of the dining room, including sweeping and mopping the floor.
- Arranges tables and chairs in the dining room according to specified format.
- Fills condiment holders on tables in dining room.
- Maintains cleanliness of service line and cafeteria equipment.
- Sanitizes the food carts, with the use of the proper cleaning and sanitizing supplies.
- 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 Centered 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