

**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