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|  | <b>Berks County Home-Berks Heim</b>  |  |  |
|  | <b>TITLE: DIETARY AIDE</b>   |  | <b># 2201-70</b>   |
|  | <input type="checkbox"/> POLICY<br><input type="checkbox"/> PROCEDURE<br><input checked="" type="checkbox"/> JOB DESCRIPTION<br><input type="checkbox"/> OTHER | PREPARER<br>DIRECTOR OF DIETARY<br><br>A/R | EFFECTIVE:<br>12-1983<br>REVISION<br>01-1995<br>REVIEWED |
| <b>DISTRIBUTION: ADMINISTRATION, DIETARY, STAFF DEVELOPMENT, HUMAN RESOURCES</b> |  |  |  |

**JOB TITLE**

Dietary Aide

**GENERAL STATEMENT OF DUTIES**

Assists in the preparation and serving of food and in the cleaning of dietary area, equipment, and dishware under general supervision; does related work as required. All work performed must comply with Infection Control Guidelines. Responsible to let supervisor know when out of supplies needed to do the job.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class assists in preparing and serving food and cleanup of dietary department, food service equipment, dishware, and other utensils; this employee has the versatility and flexibility to be assigned to any station of the trayline.

**EAAMPLES OF WORK (illustrative only)**

Assists cook in minor preparation of foods (prepares gelatin, stirs pots while cook adds ingredients, mixes salad dressings, bones and trims cooked meats, such as chicken); food preparation such as toast, sandwiches, clean and chop vegetables, etc.

Protions foods for service.

Assists in pre-heating food transport containers and pellet bases.

Assists in filling food containers for transport.

Prepares food setups for snacks, requisitions, special events.

Sorts diet tickets for meal service.

Sets up and serves on cafeteria trayline.

Wraps, labels, and stores leftovers properly.

Operates various kitchen appliances (mixer, blender, chopper, VCM, slicer).

Reports any malfunctioning equipment to supervisor.

Reports any supply shortages to the supervisor.

Performs the dishmachine operations (scraping, rackout, trucks, runners); and cleans dining room tables, chairs in resident and employee dining rooms.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Must be 18 years of age with some knowledge of basic nutrition, dietary operations and appliances; ability to follow oral and written directions and to work with a minimal amount of supervision on food preparation, trayline, use of equipment, etc. Adhering to work standards and infection control guidelines; good dexterity, physical condition, strength, and stamina are required due to physical requirements of job (including extreme heat on occasion). Must be able to read, write, and understand the English language fluently. Basic math skills for simple arithmetic. Must pass dietary math and reading comprehension test.

**ACCEPTABLE EXPERIENCE AND TRAINING**

Some experience in food preparation and basis nutrition preferred; on the job training is provided.

Attendance at mandatory inservice training.

**JOB SUPERIOR**

Immediate supervisor