



County of Berks POSITION DESCRIPTION FORM

Position Title:	Dietary Aide		
Department:	Berks Heim	Reports To: (Title)	Immediate Supervisor
Effective Date:	August 1994	Revision Date:	September 2018 April 28, 2020
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	Service Workers	Union Classification:	UFCW

POSITION SUMMARY:

Assists in the preparation and serving of food and in the cleaning of Dietary area, equipment, and dishware under general supervision; trains new employees as directed by supervisor; 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.

POSITION RESPONSIBILITIES:

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 to be assigned to any station of the tray line or dish room in addition to washing pots, general cleaning, prepping and plating food and serving in the unit dining rooms.

ESSENTIAL FUNCTIONS

1. Assists cook in minor preparation of foods (prepares gelatin, salads and dressing); food preparation such as toast, sandwiches, clean and chop fruits and vegetables, etc.
2. Portions food for service.
3. Prepares food set up for snacks, requisitions, special events.
4. Serves residents in partnership with nursing staff on the units.
5. Sets up and serves on tray line and in unit dining rooms.
6. Wraps, labels, and stores leftovers properly.
7. Operates various kitchen appliances (mixer, blender, chopper, VCM, slicer).
8. Cleans the kitchen and equipment including sweeping and mopping the floor.
9. Reports any malfunctioning equipment to supervisor.
10. Reports any supply shortages to supervisor
11. Performs the dish machine operations (scraping, feeding, rackout, trucks, runners); and returns cleaned dishware to the proper location

MINIMUM 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, tray line, use of equipment, etc. adhering to work standards and infection control guidelines.

- Must be able to read, write and understand the English language fluently. Basic math skills for simple arithmetic.
- Ability to handle stress.
- Physical presence on-site is required.

MINIMUM EDUCATION AND EXPERIENCE:

- Some experience in food preparation and basic nutrition preferred; on the job training is provided.
- Attendance at mandatory in-service training.

PHYSICAL DEMANDS:

- Good dexterity, physical condition, strength, and stamina are required
- due to physical requirements of job (including extreme heat on occasion).
- Lifting of up to 50 lbs with assistance.
- Standing in place for up to 2 hours at a time.
- Repetitive use of arms, hands and wrists.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.