

**NORTHEAST MONTANA HEALTH SERVICES - FAITH HOME
JOB DESCRIPTION
DIETARY AIDE/PREP COOK**

NAME: _____

ACCOUNTABLE TO: DIRECTOR OF FOOD SERVICE or COOK ON DUTY

PURPOSE OF YOUR JOB POSITION

The primary purpose of you job position is to provide assistant in all Dietary functions as directed/instructed, in accordance with established Policies and Procedures. It must be emphasized that you may be required to perform other related duties and activities. At times you may have to have the listed menu items prepared to the degree listed, for the following day, in order to have meals ready on time with the appropriate textures and diets etc.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious diseases, waste, and odors, etc.
4. Is subject to hostile and emotionally upset patients, families and visitors.
5. Is willing to work beyond normal working hours, weekends and holidays.
6. Is subject to falls, injury from equipment, odors, etc.
7. May be required to be placed on an “on-call” status during periods of low census.

ESSENTIAL EDUCATIONAL REQUIREMENTS

1. Must be able to read, write, speak and understand oral or written instructions in English.

2. Must be a minimum of 16 years of age.
3. Must have a current driver's license.

ESSENTIAL JOB FUNCTIONS

1. Must be able to bend, stoop, lift, stir, and move intermittently throughout the workday.
2. Must be able to work on feet all-day and free of any lack of mobility problems.
3. Must be able to work flexible hours.
4. Must be able to speak the English language in an understandable manner.
5. Must be able to cope with the mental and emotional stress of the position.
6. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
7. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, physicians and co-workers.
8. Must be in good general health and demonstrate emotional stability.
9. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at time hostile people within the facility.
10. Must display ability to maintain absolute confidentiality at all times.
11. Must be able to lift a minimum of 50 pounds.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for preparing all foods on prep list, for the following day's meals, and storing them properly. Prepares food in accordance with sanitary regulations as well as established Policies and Procedures.
 - a. Covers, labels, and dates all food.
 - b. Minimizes carry over foods (Prepares # of serving needed and labels).
 - c. Food exposure to danger zones is minimized.
 - d. Handles food according to sanitation standards outlined in department procedures.

- e. Inspects ingredients prior to use and reports any discrepancies to supervisor.
 - f. Reporting completed work in Prep report book.
 - g. Reporting any problems or substitutions in Prep report book.
 - h. Check and document cooler and freezer temperatures.
 - i. Washes hands between tasks and after breaks and all other appropriate times.
 - j. Assures that proper uniform attire is maintained. (Hair restrained, uniform clean and pressed, shoes clean and in good repair. Appropriate aprons and gloves used.)
2. To assure that food service can be properly maintained to meet the needs of the residents.
- a. Serve meals that are palatable and appetizing in appearance.
 - b. Serve food in accordance with established portion control procedures.
 - c. Work with Dietary Supervisor or cook as necessary and make changes as required.
 - d. Report resident complaints to supervisor or cook.
 - e. Make only authorized substitutions.
 - f. Set up meal trays, snack carts, dining room etc. as instructed.
 - g. Deliver room trays, assisting those residents as needed with preparation of food for eating.
 - h. Follow approved menu with modified diets.
 - i. Use standardized recipes.
 - j. Perform the tasks that are necessary to provide the residents with the food, beverage and service that is required for the job schedule under the guidelines of the established Policies, Procedures and resident preference.

3. Assures that food is prepared and stored properly by performing the tasks necessary to keep the food safe for use.
 - a. Complete and document posted cleaning duties for your shift.
 - b. Assist in inventorying and storing incoming food and supplies as necessary.
 - c. Assure that necessary food and supplies are maintained to perform such duties and service.
 - d. To report cleaning tasks that need to be done to supervisor.
 - e. Hazardous equipment and supplies must be returned to proper location immediately following use.
 - f. Covers, labels, and dates all foods stored in appropriate container.
 - g. Minimizes carry over foods.
 - h. Food exposure to danger zone is minimized (40-140).
 - i. Clean and store any equipment used.
 - j. Clean and sanitize work area.
4. Serves nutritional foods that are attractive and appealing to patients, residents, and meals on wheels, visitors and staff.
 - a. Plans and prepares items needed for service in advance to minimize interruptions at serving time. Follows menu and modified diets.
 - b. Uses standardized recipes.
 - c. Attractively prepares and dishes foods placing them appropriately.
 - d. Pleasantly serve foods to patients, residents, visitors and staff in a timely manner.
5. Accountable for enhancing own professional/technical knowledge base. Willingly attends meetings and in-service to increase job knowledge.
 - a. Attends a minimum of 9 in-services a year, to include those that are mandatory.
 - b. Goes over any missed dietary meetings with supervisor.

6. Is knowledgeable in the correct use of equipment applicable to the job.
 - a. Is aware of safe use, proper cleaning, and storage of equipment used.
 - b. Reports any equipment that is not working properly to the cook on duty.
7. Treats patients, families, visitors and employees with courtesy.
 - a. Patient, resident rights are respected and protected.
 - b. Confidentiality is maintained at all times.
 - c. Promptly acknowledges patients, family, guests, offering assistance in any location of the facility.
8. Works closely with supervisor, cook on duty, co-workers and other NEMHS employees, to enhance teamwork.
 - a. A positive attitude is maintained in the performance of all tasks to maintain a strong team spirit.
 - b. Is friendly in interactions with others, greets others and maintains a pleasant attitude.
 - c. Gossip and criticism is avoided.
9. Provides service in a spirit of teamwork.
 - a. Is aware of workload and willingly offers to assist other staff as able, including cross training to another position.
 - b. Shows flexibility by willingly changing shift to cover a co-workers absence.
10. Willingly and competently observes and practices Safety and Infection Guidelines, Policies, and Procedures.
 - a. Takes advantage of educational opportunities to learn new Safety and Infection Control Regulations and improve work performance.
 - b. Immediately reports any injury or near miss to the Supervisor or cook on duty. (Appropriate form filled out when applicable.)
 - c. Willingly cooperates with co-workers and other NEMHS Staff in implementing Safety and /or Infection Control Regulations.
11. Abide by all policies of NEMHS. Read and review all policies.
 - a. All Dietary Policies

- b. All Personnel Policies
- c. All Safety Policies and Procedures
- d. All Disaster Policies and Procedures
- e. All fire policies and Procedures
- f. All MSDS applicable to your job
- g. All OSHA Regulations
- h. All Corporate Compliance
- i. HIPAA
- j. Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

Supervisor

Date

Employee

Date