



Bethesda Home of Aberdeen  
Bethesda Home

### **Job Description**

**TITLE:** Dietary Aide  
**DEPARTMENT:** Culinary Services  
**SUPERVISOR:** Culinary Services Director  
**SHIFT:** 4PM-7:30PM

#### REQUIREMENTS AND QUALIFICATIONS:

**Education:** Eight grade education or equivalent. (Must be at least 16 years of age)  
**Experience:** None. On the job training provided

#### POSITION SUMMARY:

The Primary purpose of your position is to provide direct assistance in all dietary functions as instructed and in accordance with established dietary policies and procedures. Performs a variety of duties prior to, during and after meals are served. Duties include preparing, dishing, and serving certain foods and beverages. Also includes washing dishes and clean-up.

#### DUTIES AND RESPONSIBILITIES:

- Set up dining room, food and drink carts and meal trays for distribution and according to menu and diet instructions.
- Bring residents to and from the dining room at mealtimes.
- Distribute and assist residents in filling out menus.
- Assist in preparing and dishing-up of certain foods such as fruits, desserts, breads, toast, etc.
- Assist with serving drinks and meals to residents in designated areas while maintaining dignity and respect and within a timely manner.
- Chart amounts of fluids and food eaten by residents. Document in kiosk.
- Clear dishes and food trays from carts, tables in resident dining room, resident rooms, and clean tables.
- Scrape and wash dishes and utensils.
- Assist to wash pots, pans, and cooking utensils.
- Operates/cleans automatic dishwasher per departmental operating procedures
- Sort and return clean dishes and utensils to proper place. Inspect dishes for cracks or chips and discard as appropriate.
- Assure utensils, etc., are readily available for the next meal
- Sweep/mopping floors as directed.
- Daily/weekly/monthly cleaning duties.
- Remove garbage from receptacles and take to dumpsters. Replace liners.
- Keep work areas, carts and equipment in kitchen and dining areas clean and sanitary per departmental procedures.
- Other duties as assigned.
- Assist residents with dining as designated. (additional training required).

WORK ENVIRONMENT:

- Tasks may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals.
- May be required to work on shifts, areas, and rotations other than the one for which hired.
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset residents within the facility.
- Is subject to call-back during emergency conditions (sever weather, evacuation, post-disaster, etc.).

PHYSICAL ACTIVITY REQUIREMENTS:

Must be able to move intermittently throughout the workday.

Must be able to speak, understand and write the English language in an understandable manner.

Must be able to cope with the mental and emotional stress of the position.

Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met.

Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.

Must meet the general health requirements set forth by the policies of this facility.

May be necessary to assist in the evacuation of residents during emergency situations.

Must be able to push, pull, move, and/or lift a minimum of 50 pounds to a minimum height of 3 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 12 feet.

\*COMPLETE JOB ANALYSIS AVAILABLE

**ACKNOWLEDGMENT**

I have read this job description and fully understand the requirements set forth therein. I hereby agree to perform the function of this position in a safe manner and in accordance with the facility's established procedures. I understand that because of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself and that such termination can be made with or without notice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Dietary Aide

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Director of Culinary Services