

CHELSA SENIOR LIVING POLICY AND PROCEDURES

JOB DESCRIPTION

JOB TITLE: DIETARY AIDE/DISHWASHER

SHIFT: VARIED TIME SCHEDULE

REPORTS TO: FOOD SERVICES DIRECTOR

GENERAL MISSION OF EACH EMPLOYEE:

Work as a team member with other staff members to consistently maintain a kind, caring and respectful attitude toward residents, residents' families, guests and fellow staff. Be sensitive to the special needs of seniors and demonstrate a genuine caring attitude. Encourage residents' maximum independence, promote residents' freedom of choice and individuality and respect the privacy of all residents.

All shifts and job responsibilities may be subject to flexible schedules to accommodate the needs of the residence on an as-needed basis. This includes the rotational coverage of weekends, holidays and emergencies when the resident care needs dictate staff schedules and duties. Under unusual circumstances employees may be required to directly assist with the provision of care and service to the residents, including, but not limited to, transportation, activities and other non-skilled, non-technical services. All staff members must attend in-service educational sessions and other knowledge, skills and competency developmental opportunities as required.

All staff members are asked to speak only English in all resident and family areas unless interpreting for a resident or family. All staff members will knock first before entering a resident's apartment, unless in an emergency situation. All staff members will consistently apply Universal Precautions and follow all applicable safety standards in the residence.

SUMMARY:

Assists the Food Services Director to ensure high quality food preparation, delivery and clean up. Provides residents with an elegant dining experience.

DUTIES AND RESPONSIBILITIES:

- Assists with food preparation. Complies with the established organizational, state and local sanitary regulations during food preparation, handling and delivery.
- Sets up dining room for each meal according to established standards.
- Provides gracious table service in the dining room.
- Fills and operates dishwasher; distributes and stores clean dishes, pots and pans.
- Sanitizes and cleans food service area according to established sanitation codes on a daily basis or as requested by supervisor; maintains an adequate supply of cleaning materials, notifies the Food Services Director when reordering becomes necessary.
- Restocks, cleans and maintains storerooms according to established standards.

- Assists the Food Services Director in maintaining at least a three-day inventory supply of food and paper products, reporting any shortage to the Director immediately.
- Assists the Food Services Director in maintaining accurate records of residents' dietary needs.
- Provides tray service as directed by the Food Services Director.
- Sets up coffee, tea and snack table in the tea room on a daily basis according to established standards; monitors and replenished as needed.
- Maintains dish machine logs.
- Maintains confidentiality of all residents at all times.
- Other duties as assigned.

QUALIFICATIONS:

The qualifications listed below are representative of the knowledge, skills and/or abilities required performing the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education/Experience: High school education or six months to one year related experience or training.
- Language Skills: Ability to read, write, understand and communicate effectively in English. Able to respond to common inquiries and complaints from residents, residents' families, staff members, regulatory agencies or members of the community.
- Reasoning Ability: Able to define problems, collect data, establish facts and draw valid conclusions. Able to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.
- Physical Demands: Able to make rounds in the kitchen, dining room and tea room. Must be able to handle objects, tools and controls. Must be able to see, have a good sense of smell and must occasionally lift, push and/or move up to 50 pounds. The employee is required to bend, stretch, stoop and walk and must be able to stand for long periods of time.
- May be required to have CPR and/or First Aid certification.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The employee is exposed to extreme heat and cold; environment contains hot liquids, gases and solids. The employee will be using kitchen appliances and kitchen tools to prepare food and clean dishes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Employee's Signature: _____

Date: _____