**DIETARY WORKER**

**Department:** Dietary

**Supervisor:** Dietary Manager

**Salary Range:**

**Shift:**

**FLSA Status:** Non-exempt

# QUALIFICATIONS

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| **EDUCATION & CREDENTIALS:** | High school diploma or G.E.D. preferred, but not required. Dietary Workers must be able to read, write and follow written and oral directions in English. Dietary Workers must have an understanding of mechanical devices and basic sanitation procedures. May not be a debarred provider. |
| **REGULATORY**  **COMPLIANCE**  **REQUIREMENTS:** | Dietary Workers are required to report any arrest, charge, or conviction of a crime other than a traffic violation, and receipt of notice of any agency investigation or charge, including investigations relating to licensure, certification status, or dependent adult or child abuse within 48 hours and may not perform services pending such report. Failure to report such an arrest, charge, conviction, investigation or similar issue may result in termination.  Dietary Workers must understand the nature of resident care and resident rights and comply with these requirements at all times.  A Dietary Worker who reasonably believes a dependent adult has suffered dependent adult abuse is required to report suspected abuse to the Administrator within twenty-four (24) hours.  During the course of employment Dietary Workers are also required to report any information that may impact patient/resident care, including, but not limited to, violations of resident rights and HIPAA violations to his/her supervisor or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| **CONTINUING EDUCATION REQUIREMENT:** | Dietary Workers are required to complete annual 12-hour in‑service training programs. Failure to complete the 12-hour in‑service training program, or any other requirement under internal policies, local, state or federal law may result in termination. |
| **WORK EXPERIENCE:** | Previous food service experience desirable, but not necessary. Extensive on-the-job training will be provided. |

### GENERAL JOB SUMMARY

Dietary Workers are responsible for preparing and serving meals and snacks throughout the facility. Dietary Workers are responsible for performing various duties in and around the kitchen, including preparation of various portions of meals, presentation of food and delivery of food. Dietary Workers are responsible for the sanitary condition of tableware and working area, and discarding broken and chipped tableware. Dietary Workers are also responsible for delivering and collecting food in and around residents’ rooms.

# ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Dietary Workers are responsible for the duties listed below. All of these duties are essential, unless otherwise noted:

1. Complete simple food preparation tasks.

2. Cooperate in keeping entire kitchen clean and in order at all times.

3. Keep own work area straightened and clean to aid in efficiency of work performed.

4. Report equipment repairs needed to the Dietary Manager.

5. Prevent food waste.

6. Pour juices and beverages (coffee, tea, milk, cocoa) and serve on trays at correct temperature, neatly, and in amounts called for at the proper time.

7. Fill orders for between-meal nourishment.

8. Place desserts on serving dishes and serve them on trays.

9. Prepare and serve salads, fruits, dry cereals, and cold breads on trays at proper time, attractively, and at correct temperature.

10. Wrap flatware in napkins.

11. Set up trays for meals, placing napkin, flatware, condiments, straws and diet cards on trays.

12. Assist with tray service to residents in dining area and pick up dirty trays after meal is served.

13. Wipe dining tables following meals.

14. Assemble, prepare for washing, and wash dishes. Store clean dishes in proper place.

15. Assist with general cleaning and food preparation tasks as needed.

16. Maintain daily care of dishwasher and dishwashing area, lavatory and sink, salad work table, dish storage cabinet, and food carts.

17. Empty trash cans daily and clean them thoroughly. Replace liners and return cans to stations.

18. Assist with care of floors in kitchen by sweeping and/or mopping at a time when food is not being prepared or served.

19. Be aware of resident nutrition needs or restrictions and follow all care plans.

20. Ability to reasonably conform to all rules and policies of the facility.

21. Other Duties: (Fill in)

22. Other duties as assigned.

**PHYSICAL ACTIVITY REQUIREMENTS AND ENVIRONMENT**

**Lifting Requirements:** Dietary Workers will frequently be required to lift objects up to 20 lbs. while preparing foods in the kitchen. Dietary Workers will occasionally be called upon to lift items between 20 and 35 lbs. while performing duties in and around the kitchen. Dietary Workers will infrequently be called upon to lift items over 35 lbs. Dietary Workers are not required to be able to lift in excess of 50 lbs. Push/pull requirements of 40 lbs. are common.

**Carrying Requirements:** Dietary Workers are frequently required to carry various food items up to 15 lbs. Dietary Workers are infrequently required to carry food or other items between 10 and 50 lbs. Carrying in excess of 50 lbs. is not required.

**Safety:** Various safety protocols and assistive devices are utilized to perform job functions such as Hoyer lifts and gait belts. Dietary Workers must be capable of using all such devices efficiently and safely and all such devices must be used pursuant to facility policies. Dietary Workers must be familiar with and follow all facility safety policies.

**Sight Requirements:** Dietary Workers are required to have vision corrected to average in order to assess and respond to residents, family members, physicians, co-workers and others.

**Hearing Requirements:** Dietary Workers are required to interact with co-workers and others and have a method of communication which allows for workflow and ability to respond to residents, family members, physicians, co-workers and others.

**Socialization Requirements:** Dietary Workers are required to be able to work with other people in the kitchen area and have basic socialization and communication skills in and around residents, family members, physicians, co-workers and others.

**Other Physical Requirements:** Dietary Workers will frequently be called upon for twisting, bending, crawling, squatting, kneeling and crouching. Dietary Workers must be able to be mobile in all kitchen areas, carry trays, and do transport to resident areas.

**Environment:**

* Exposure to general resident care environment.
* Exposure to resident variables such as inappropriate language or physical behaviors due to compromised mental capacity.
* Exposure to moderate temperature variations including heat generated by machinery or cooking.
* Substantial exposure to kitchen/cooking conditions and residential living/dining areas.
* Substantial exposure to sharp-edged utensils and containers.
* Exposure to a wide array of food items.
* Frequent exposure to moving machinery and cleaning, disinfecting chemicals, heating appliances and cooking apparatus.
* Exposure to pharmacological preparations, biologicals, and potential biohazard materials including blood and other bodily fluids and medical sharp objects.
* Moderate exposure to chemicals including cleaning solutions, perfumes, dyes, etc.
* Exposure to office equipment and chemicals such as copier toner.
* Significant exposure to moving equipment and machinery.
* Moderate noise levels exist.
* Frequent work interruptions occur.
* Work in groups or teams required.
* Extended or variable hours may be required.

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|  | Nvr  0% | Rare  1-5 | Seld  6-19 | Occas  20-33 | Freq  34-66 | Cont  67-100 |  |  | Nvr  0% | Rare  1-5 | Seld  6 -19 | Occas 20-33 | Freq 34-66 | Cont 67-100 |
| **LIFT** | | | | | | | **PHYSICAL ACTIVITIES** | | | | | | |
| 1 - 10 lbs. |  |  |  |  |  |  | Bend/Stoop |  |  |  | X |  |  |
| 11 - 20 |  |  |  |  | X |  | Twist |  |  |  | X |  |  |
| 21 - 35 |  |  |  | X |  |  | Crouch/Squat |  |  |  | X |  |  |
| 36 - 50 |  |  | X |  |  |  | Kneel |  |  |  | X |  |  |
| **CARRY** | | | | | | | Crawl |  |  |  | X |  |  |
| 1 - 10 lbs. |  |  |  |  | X |  | Walk-Level |  |  |  |  | X |  |
| 11 - 20 |  |  | X |  |  |  | Walk-Uneven |  | X |  |  |  |  |
| 21 - 35 |  |  | X |  |  |  | Climb Stairs |  | X |  |  |  |  |
| 36 - 50 |  |  | X |  |  |  | Climb Ladder |  | X |  |  |  |  |
| **PUSH** | | | | | | | Reach Over Shldr |  | X |  |  |  |  |
| 1 - 10 lbs. |  |  |  |  |  |  | Use Arms |  |  |  |  | X |  |
| 11 - 20 |  |  |  |  | X |  | Use Wrists |  |  |  |  | X |  |
| 21 - 35 |  |  | X |  |  |  | Use Hands |  |  |  |  | X |  |
| 36 - 50 |  |  | X |  |  |  | Grasping |  |  |  |  | X |  |
| **PULL** | | | | | | | Fingering |  |  |  |  | X |  |
| 1 - 10 lbs. |  |  |  |  |  |  | Foot Control | X |  |  |  |  |  |
| 11 - 20 |  |  |  |  | X |  | **ENVIRONMENT** | | | | | | |
| 21 - 35 |  |  | X |  |  |  | Inside |  |  |  |  |  | X |
| 36 - 50 |  |  | X |  |  |  | Outside |  |  |  |  |  |  |
| **HAZARDS** | | | | | | | Heat | X | | | | | |
| Blood Borne Pathogens | | | | Mechanical  | | | Cold |  | | | | | |
| Electrical  Radiant  | | | |  | Burns  | | Dusty |  | | | | | |
| Explosive  | |  |  |  | Other  | | Noisy |  | | | | | |
|  |  |  |  |  |  |  | Humid |  | | | | | |