

LB Homes

Dietary Aide

Department: Dietary

FLSA Status: Non-Exempt

Grade/Level:

Job Type: Regular

Work Schedule:

Scheduled for day and evening shifts including weekend rotation and additional hours to meet organization's needs.

Job Status: Full Time, Part Time, Casual

Reports To: Director of Food and Nutrition Services

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Position will require employee to be in proper uniform daily, stock station with required amount of supplies, assist with minor meal production, assemble resident meal plates, clean station after meal period, assist with washing and storing all dishes and service ware for next meal period, take and record all necessary temperatures accurately and consistently, assist with overall cleanliness of the Food Service Department including cleaning floors, removal of garbage, anything else needed to help department work efficiently and effectively as assigned by supervisor.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Be able to read and clearly understand the diet requirements for each resident as stated on the individuals menu.
- Ability to stock shelves and storage areas with required amount of supplies.
- Assemble a meal plate in accordance with the guidelines provided by department.
- Follow all safe food handling procedures according to State of Minnesota requirements.
- Provide a high level of customer satisfaction.
- Must have the ability to work alone and as part of a team.
- Must be able to take and record temperatures of food and equipment as required by health department.
- Be willing to assist other team members in their tasks.
- Inspect supplies, equipment, and work areas to ensure efficient service and conformance to standards.

POSITION QUALIFICATIONS

Competency Statement(s)

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Team Work - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - **Ability to take care of the customers' needs while following company procedures.**
- Decision Making - Ability to make critical decisions while following company procedures.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	F
Walk	F	11-20 lbs	F
Sit	F	21-50 lbs	O
Manually Manipulate	C	51-100 lbs	N
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	F		
Climb	N	Push/Pull	
Crawl	N	12 lbs or less	O
Squat or Kneel	O	13-25 lbs	O
Bend	O	26-40 lbs	O
Grasp	O	41-100 lbs	O
Speak	F		

Other Physical Requirements

- Vision (Near, Distance)
- Sense of Sound - Spoken word, residents alarms
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - gloves, goggles, aprons

WORK ENVIRONMENT

Commercial kitchen and resident dining rooms with varying heat, humidity and noise levels.

Employee
Signature: _____

Date: _____

Supervisor
Signature: _____

Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.