

<b>Job Title:</b>	<b>Dietary Aide</b>	<b>Department:</b>	Dietary
<b>Position Type:</b>	Full Time, Part Time, PRN	<b>Job Category:</b>	Non-exempt
<b>Supervisor Title:</b>	Distary/Laundry Manager	<b>Dress Code Requirements:</b>	Scrubs, closed toe shoes, head covering in Dietary
<b>Created Date:</b>	May 2000, last revised Dec. 2005, 3/2016	<b>Last Updated:</b>	September 2017
<b>Educational Requirements or Preferences:</b>	N/A	<b>Credentials Required or Preferred:</b>	N/A
<b>Shift:</b>	Four hour, eight hour and twelve hour assignments. Rotating shifts, weekends, and holidays	<b>Hours/Call:</b>	5:30 a.m. to 6:00 p.m. Rotating daytime shifts. Rotating weekends and holidays.
<b>Travel Required:</b> (Driver's License Required)	Minimal in town	<b>Equipment Knowledge:</b>	Cooking and baking equipment, dishwasher, coffee makers, meat slicer, computer, point of sales till. Housekeeping, Laundry equipment
<b>Knowledge/Skills/Abilities/Experience Required or Preferred:</b>			
<p>The Dietary Aide must have good communication skills and a good working relationship with all team members. The Dietary Aide has daily contact with patients, residents, family members, employees and the general public. Must be able to read, speak, write, and follow oral and written instructions. Demonstrates knowledge of basic principles of food productions, service, and sanitation. Must have a valid driver's license. Previous experience is preferred but not required. Ability to prioritize work projects. Exercises independent decision-making. Works independently and as a team member. Must be able to work with people in a tactful and diplomatic manner exercising sound judgment and discretion.</p>			
<b>Job Description</b>			
<p>The Dietary Aide is responsible for providing, maintaining, and performing general support functions at Sakakawea Medical Center and Senior Suites. The key duties include performing dietary aide duties.</p> <p><b>ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. Performs cleaning and disinfecting of all areas according to department policy and procedures. This includes restrooms, walls, windows, and hallways within the department.</li> <li>2. Conducts floor maintenance according to policy and procedures. This includes sweeping, mopping, and vacuuming.</li> <li>3. Performs laundry duties according to department policy and procedures. This includes sorting, washing, drying, folding, putting away, and mending.</li> <li>4. Performs dietary aide duties according to department policy and procedures. This includes washing dishes, scrubbing the floor, setting up and delivering trays, preparing desserts, and serving meals at Senior Suites.</li> <li>5. Checks, fills, orders, and puts away supplies according to department policy and procedure.</li> <li>6. Responsible for assisting in the orientation of new employees.</li> <li>7. Responsible for proper use and cleaning of all equipment according to department policy and procedures.</li> </ol> <p><b>OTHER DUTIES</b></p> <ol style="list-style-type: none"> <li>1. Performs garbage pickup and disposal according to policy and procedure.</li> </ol>			

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<b>ADDITIONAL NOTES</b>			
This job description does not reflect all duties that may be assigned to this position.			
<b>Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. CPR certification.</li> <li>2. TB screen.</li> <li>3. Must meet the attendance requirements of the position including mandatory meeting attendance.</li> <li>4. Participates on at least one committee or project per year.</li> <li>5. Completes annual mandatory training yearly.</li> <li>6. Completes required Incident Command System for Healthcare/Hospitals training.</li> <li>7. Must speak and write English clearly.</li> <li>8. Respects the privacy of all persons and confidential information according to confidentiality policies and HIPAA regulation.</li> <li>9. Follows the Standard Precautions Policy.</li> </ol>		
<b>Physical Capabilities:</b>	Must be able to work with chemicals. Must be able to lift 50 pounds. Is required to stand 80% of the shift. The job duties require bending, stooping, vacuuming, scrubbing, standing on a ladder, and overhead cleaning. Use of large equipment requires a pushing capacity of 50 pounds.		
<b>Environmental Factors:</b>	There is potential exposure to mechanical, chemical, and electrical hazards. There is potential exposure to body fluids and needle sticks. Exposure to sights and odors that can be unpleasant, disagreeable or dirty.		
I, (Print name) _____, have read the job description required for my position and fully understand the conditions set forth therein. I agree to perform these duties to the best of my ability.			
<b>Employee Signature</b>		<b>Date:</b>	