

**JOB DESCRIPTION**

**DIETARY ASSISTANT**

**REPORTS TO: Dietary Director** Non-Exempt Job number: 130 Job Code: 01-94001

**JOB SUMMARY**: The part or full-time incumbent of this position will prepare breakfast, lunch, dinner and snacks for each patient/resident following dietary orders and personal preferences. Provides assistance in all dietary functions in accordance with established dietary policies and procedures.

**DUTIES/RESPONSIBILITIES**:

* Treat everyone with dignity and respect.
* Promote and protect all patient/resident rights.
* Maintain confidentiality of protected health information, including verbal, written, and electronic communications.
* Demonstrate professional behavior while on duty in any setting.
* Follow established Sanitary Regulations, Infection Control, Universal Precautions, and safety procedures when performing all tasks.
* Assist cook in preparing meals as directed. Prepare meals in accordance with planned menus, make only authorized food substitutions, work with Dietary Supervisor and Dietician to implement dietary changes as required.
* Set up meal trays, food cart and dining room.
* Assist in checking diet trays before distribution and deliver the food carts/trays to designated areas and serve food in dining room as instructed.
* Prepare and deliver snacks and assist in food preparation for special meals or parties.
* Assist in routine and scheduled cleaning duties and remove food trays from carts and dining room. Transport soiled items to wash area, wash and clean as directed. Return clean items to proper storage areas.
* Ensure that the department is maintained in a clean, safe manner and properly arranged. Wear appropriate clothing, protection, hair nets, and follow dress code.
* Document temperatures and reports out of range temperature as required.
* Follows department procedure to cover, date and rotate food items before storage.
* Cleans and sanitizes work areas, coolers, and freezers.
* Maintains needed inventory, requesting supplies to meet standards or special needs.

**LICENSURE/CERTIFICATION REQUIREMENT:**

* Valid North Dakota driver’s license
* At minimum, an 8th grade education.
* The employee is to maintain all applicable education, licensure, certification or registration requirements.

**QUALIFICATIONS /ABILITIES**:

* Must be able to cook a variety of foods in large quantities.
* Ability to gain proficiency in NCHS’s software programs as applicable.
* Demonstrates competency and ability to carry out department specific functions in accordance to the NCHS’s standards of care, policies and procedures.
* Demonstrate the ability to communicate effectively both verbally and in written format.
* Demonstrate a high level of interpersonal skills and be able to communicate effectively with individuals throughout NCHS.
* Participate in the orientation of other NCHS employees. Participate, as requested/required in staff development, in-service, and other educational and related activities.

**Demonstrate knowledge and understanding of and compliance with:**

* Infection control policies and procedures for position
* All pertinent safety, health and environmental policies, procedures and guidelines.
* Working safely, without causing harm or risk to self, others or property.
* The work environment and all safety procedures.
* Prompt reporting of unsafe practices, procedures, accident/injuries, complaints or safety violations.
* The appropriate use of all safety equipment and personal protective equipment

**WORKING CONDITIONS**: Day shift 0600-1400 or 1200-2000. Indoors, heated/ air conditioned, infrequent cold (freezer) infrequent heat (stove/oven).

**JOB EXPOSURES:**

* May be subjected to occupational health hazards including but not limited to odors, chemicals, infectious diseases, infectious wastes and body fluids and physical, psychological and emotional stress.
* May be subject to falls, burns from equipment, sudden temperature changes when entering refrigerated areas, throughout the day.

**PHYSICAL REQUIREMENTS:**

* **Hand Functions:** grasp and pinch frequently.
* **Visual:** optimal vision required to read information, reports, instructions, labels etc.
* **Verbal and Auditory:** must communicate effectively with patients, families, and staff.
* Frequent standing and walking, bending and working at all levels for extended periods.
* Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
* Ability to lift, move, push or pull 40 pounds.

**Functional Assessment:** This position requires the ability to perform essential job functions with or without reasonable accommodations.

**Employee Statement of Understanding:** This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned. Periodic revision may be necessary to reflect changes in expectations placed on the health care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

I have read and understand the job description for my position. I agree to comply with all NCHS policies, laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my director or the Corporate Compliance Officer (Administrator)

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Employee Date

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CEO/Administrator Date