

## Murray County Medical Center Position Description

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<b>Classification:</b>	Dietary Aide
<b>Department:</b>	Dietary
<b>Location:</b>	Murray County Medical Center
<b>Reports to:</b>	Dietary Department Manager
<b>FLSA Classification:</b>	Hourly/Non-exempt

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### Position Purpose

The Dietary Aide is responsible for providing patient services by preparing and delivering food trays, as well as clearing trays following meals. The Dietary Aides also handle cleaning the dietary area (wash dishes/load and unload dishwasher, sanitation, etc.); prepare cold food and beverages, and stock supplies in the kitchen area as well as various other locations throughout the Medical Center.

### Essential Duties and Responsibilities

1. Assemble cold food for patients or for sale.
  - Print individual dietary instructions with limitations or special needs. Consider instructions when assembling snack trays for patients.
  - Make and wrap cold sandwiches, salads and sides for sale, and load them into a Grab & Go display case.
  - Make/fill all salad bar items.
  - Remove and dispose of items that are past their sell-by date.
2. Print menus, fill trays for patients, and complete daily census reports.
  - Load trays onto delivery carts according to room destination.
  - Transport and deliver trays in a timely fashion.
  - Make up special trays for unscheduled deliveries.
3. Stock supplies in the nutrition center, ER, surgery, dayroom, clinic, and outreach.
  - Distribute supplies to replenish items and record items used on charts.
  - Ensure that items are orderly and properly stored.
4. Assist the cook, as needed, for job specific activities.
  - Assist with food preparation as directed by cook.
  - Prepare breakfast for patients as well as Outpatient meals.
  - Serve meals when needed.
  - Cashier responsibilities - Runs the till and needs to be able to supply correct change to customers. Responsible for day end receipts.

- Serve food and beverages to Sunrise Terrace daily. Clean dishes, pots and pans, and dining area when done.
  - Monitor temperatures of food.
5. Provide cleaning and sanitation in the kitchen and food storage areas.
    - Scrap trays and load and unload dishwasher.
    - Wash larger food preparation items by hand using approved cleaning and sanitizing products. Return clean items to designated racks or storage areas.
    - Clean and sanitize cooking areas.
    - Sweep and mop dietary and Dining Room floors.
  6. Participate in training.
    - Attend in-service training to receive current hands-on instruction relating to food service, customer service, quality, and sanitation.
    - Follow all instructions related to food handling and sanitation materials and methods.
  7. May be put in a situation of working alone and in charge of the dietary area.
  8. Other duties as assigned.

### **Job Activities**

<i><b>Percent of Job</b></i>	<i><b>Major Activity</b></i>
50%	Prepare cold food and beverages
15%	Print menus and set up patient trays
20%	Stock supplies for various locations
10%	Clean dietary area, dishes and sanitation
5%	Participate in in-service educational training

**100% Total**

### **Education and Experience**

- High school diploma or GED preferred.
- Prior food service experience is preferred, but not required.

### **Requirements**

- Ability to follow written and oral directions.
- Able to communicate with co-workers, other MCMC staff, and individual patients/family members in a courteous manner.
- Ability to follow detailed instructions relating to individual patient diets.
- Able to adjust recipes and follow directions.

### **Working Conditions and Physical Demands**

- Work is indoors with daily exposure to disagreeable conditions, such as cooking odors, soiled dishes, grease, grime, or heat or cold.

- Requires continuous standing, frequent walking, bending, stooping, and occasional kneeling, squatting, and working with arms above shoulders. Repetitive movement occurs frequently.
- Handle equipment and supplies up to 50 pounds and intermittently may reach 60 pounds.
- Must have acuity of sight, depth perception, field of vision and color vision.
- Must be able to hear ordinary conversations.

### **Equipment Operation**

- Use cleaning and serving equipment available which includes mixer, blender, slicer, stove, Robo, oven, grill, microwave, dishwasher, cash register, computer, printer and phone.

### **Supervisory Responsibilities**

No direct supervisory responsibilities.

**Employee Signature:** I have read and agree that I can perform the essential functions of this position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager or HR Rep. Signature

\_\_\_\_\_  
Date