

# PALM DRIVE HOSPITAL JOB DESCRIPTION

Position Title <b>Dietary Aide</b>	
Department <b>Dietary</b>	Position Reports To: <b>Dietary Director</b>

**Job Summary (Purpose the Position Exists):** The AM Dietary Aide is responsible to Dietary Director/Registered Dietician. Performs various duties in food service, including setting up patient trays, preparing and dishing cold foods and beverages, assisting cafeteria service, sanitation methods and procedures, and functions independently in a self-directed way.

**Education, Training and Licenses Required:** High school graduate preferred.

**Experience Required:** Some related experience in food service.

**Knowledge/Skills/Abilities Required:** Plan work schedule to meet specified serving times; review menus and meeting schedules to determine foods to be dished; handle, serve, and store food/items to meet quality and sanitation standards, good interpersonal skills.

**Equipment Knowledge Required:** Standard kitchen equipment including blender, microwave oven, meat slicer, coffee maker, steam table, plate warmer, cash register, dishwasher, sharp knives.

**Working Conditions (Noise, Environmental, Demands, Shift, Setting, Human Interface, etc.):** Morning shift (5am-1:30pm). Job and schedule may vary according to census. Kitchen environment with some heat, humidity and moderate amount of noise. Begin working very early am.

**Confidentiality Requirements:** I understand that any and all information regarding hospital, patient, and employment matters are disclosed or learned by me in confidence. I agree that during and after my term of employment, I will not directly or indirectly disclose this information, other than to an authorized employee of Palm Drive Hospital.

**Safety Requirements:** Employees are responsible for all aspects of the hospital safety and health program including compliance with safety rules and regulations, remedying unsafe working conditions, and for continuously practicing safety while performing duties.

**Physical Requirements:** See "Description of Physical Demands" binder in Human Resources.

**Essential Functions:** Normal or correctable hearing and vision. Continual use of hands and fingers and reaching with hands and arms, standing; moderate walking, talking, taste and smell; some stooping. Lifting up to 30 lbs is required.

**Supervisory Requirements (if applicable):** This position supervises a staff of 0, including part time employees. I understand I will be reviewed on my competence as a supervisor, including but not limited to communication skills, delegation of tasks, prioritization of work, leadership, problem solving, budgeting and reviewing of my staff's performance.