



## Job Description

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**Position Title:** Dietary Aide  
**Classification:** Nonexempt  
**Reports To:** Dietary Manager  
**Date Created:** May 2017

### Summary/Objective:

The Dietary Aide will support the day-to-day operations within the dietary department for our Assisted Living facilities. This role is responsible to provide a safe and sanitary dining experience for our residents in compliance with Assisted Living regulations and SHO policies.

### Essential Functions:

- Works in all areas of dietary department as well as in dining room including prepping, cooking, and serving meals to residents
- Assist in the preparation, set-up and cleaning for all meals and snacks including special meals, meetings and parties
- Clear dining room, wash and put away dishes and cookware following each meal and snack
- Complete daily and periodic cleaning duties per schedule ensuring the kitchen is clean in accordance with regulations and SHO policies
- As feasible fulfill resident requests for special food/snacks during and between meals
- Serve food to residents in accordance with portion control procedures
- May assist in inventory, receiving and storage food supplies
- Consistently acts to promote teamwork in providing the best possible dietary service to our residents with a focus on health and wellness
- Follows dietary policies and procedures at all times
- Promotes a safe working environment by inspecting all equipment before use
- Reports any accident/incident or hazards for employees or residents that occur in the kitchen or dining, no matter how insignificant
- Follow established infection control and universal precaution policies and procedures, as needed
- Adhere to all resident rights, including, privacy, confidentiality, and treating residents with dignity and respect at all times
- Perform other duties as assigned

### Work Environment:

- May be exposed to heat/cold temperatures in kitchen/storage area
- May be required to lift, push, pull and move equipment, supplies in excess of fifty pounds.
- Standing for long periods, sitting and walking intermittently
- Subject to falls, burns, odors, throughout the work day and the risk of injury from physical requirements of the job
- Is subject to exposure to infectious waste, diseases, conditions including HIV and Hepatitis B viruses

**Competencies:**

- Commitment to fulfilling the mission of Senior Housing Options, Inc. to provide safe, comfortable housing for seniors and people with disabilities
- Maintain a professional demeanor and respond with urgency
- Understanding of discretion needed in handling confidential information
- Self-directed, accountable for results and proactive; independent problem solver
- Ability to communicate clearly both verbally and in writing, including the ability to provide non-technical assistance in a simple, straightforward manner
- Demonstrate sensitivity to the concerns of residents and a commitment to dealing fairly with all
- Friendly, professional demeanor, positive disposition, tactful, patience and high ethical character even while dealing with difficult or upset residents
- Strong organizational and interpersonal skills; attention to detail

**Education and Experience:**

- High school diploma or equivalent required
- Prior working experience in a kitchen environment preferred
- Prior working experience cooking and serving meals to an elderly and/or disabled population preferred
- Ability to read, write, speak and understand the English language fluently, and communicate verbally and in writing at a professional level

**Expected Hours of Work:**

This role may be full-time, part-time or on-call. Shifts are available 24 hours a day, seven (7) days per week. May be called during off hours to respond to emergency or unusual situations.

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**Employee Name & Signature**

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**Date**

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**Manager Name & Signature**

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**Date**

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. Senior Housing Options is an Equal Opportunity Employer (EOE), M/F/H/V.*