

	<p><b>POLICY</b></p>
<p><b>DEPARTMENT:</b> Human Resources</p>	<p><b>Page:</b> 1 of 2</p>
<p><b>SUBJECT :</b> Dietary Aide Job Description</p>	
<p>Last revised: January 15, 2025</p>	<p><b>ISSUING AUTHORITY:</b> Professional Practice</p>
<p>Next Review: January 15, 2026</p>	

**PURPOSE:**

The Dietary Aide is responsible for assisting with meal preparation, dining room assistance, dishwashing and cleaning of kitchen. Assists in the kitchen area prior to, during, and after meals are served to residents, as well as assist in maintaining the kitchen work areas, and keeping equipment, utensils and serving areas clean and orderly based on legislative requirements and Braemar organizational policies.

The Dietary Aide is required to perform their duties in a manner that is consistent with the Core Values of the home to ensure resident safety and demonstrate customer service excellence.

**Accountable to:**

Nutrition Manager

**RESPONSIBILITIES:**

- Assists cooks with meal preparation, as directed.
- Carries out certain duties routinely without direction such as wrapping silverware and filling condiment containers in the dining room.
- Helps prepare, portion, wrap, cover, and refrigerate food for meal(s) assigned; for example, bags bread, dips jelly/fruit/desserts, makes toast, pours juice and milk, makes coffee/tea, etc.
- Sets up trays and serving carts according to established procedures, delivers to unit(s), and notifies Nursing.
- Responsible for cleanliness and sanitation of kitchen, serveries, dining room and food service equipment
- Uses food preparation equipment properly, cleans and stores appropriately, and reports repairs needed.
- Helps keep kitchen floor dry, wiping or mopping up spills, immediately.
- Promotes Braemar’s philosophy of Pleasurable Dining;
- Manages mealtime activities in the dining room
- Assists in serving meals, following resident's diet and food preferences using proper serving utensils and portion sizes.

- Participates actively in department's Quality Management program and any department/facility committees as requested;
- Completes all necessary documentation (food and refrigeration temperatures, dish machine temperatures if applicable, menu changes) as assigned;
- Assists in the orientation and training of new dietary employees;
- Attends department and facility staff meetings, in-services and other required training sessions;
- Communicates and cooperates with residents and their families;
- Performs dining room rounds at mealtimes to ensure resident meal satisfaction;
- Other duties as may be assigned.

## **QUALIFICATIONS:**

### **Formal:**

- Successful completion of Food Service Worker is preferred
- Successful completion of Safe Food Awareness certification

### **Experience:**

- Previous experience in institutional food service, preferably in long-term care setting- minimum of 1 year preferred.

### **Personal:**

- Effective active listening skills
- Effective written and oral communication skills
- Excellent time management skills
- Policies and Procedures- demonstrates knowledge and understanding of organizational policies and procedures
- Be able to tolerate periods of standing or walking
- Be able to lift 30 lbs