



Goodland Regional Medical Center

Job Description

Job Title:	Dietary Aide
Classification:	Non-Exempt/Hourly
Reports To:	Director of Nutrition Services
Position Type:	Part-Time
Hours Worked/Shift:	7 days a week
Date Last Reviewed:	April 4, 2023

Summary: Performs a variety of routine duties related to the preparation and serving of food; cleans kitchen, equipment, and utensils. Learns and understands various types of patient diets and assists in appropriate preparation based upon physician's orders.

Essential Functions:

1. Sets up and serves patient trays based upon established schedule and procedures.
2. Ability to adequately clean kitchen area and cooking utensils.
3. Ability to carry foods and dishes between kitchen and serving line.
4. Operates dishwasher to ensure all dishes and utensils are clean.
5. Washes and cuts vegetables and fruits according to procedures.
6. Responsible for preparation of salad bar items.
7. Responsible for using creativity to assemble salad bar items and minimize waste, however maintaining proper rotation and disposal of items in accordance with food safety policies.
8. Responsible for break-down and cleaning of salad bar area.
9. Operates cash register in dining room during cafeteria service hours.
10. Prepares coffee and urns for food service.
11. Prepares, loads, transports, and cleans food carts.
12. Assists with tray assembly or food service line as assigned.
13. Assists with care and maintenance of department equipment and supplies.
14. Ability to navigate computer programs as needed for the maintenance of records, communications within the facility, and obtaining need to know patient information for proper food service.
15. Maintains department records, reports, and files as required.
16. Demonstrates behaviors consistent with organizational mission & goals.
17. Demonstrates practices to keep all medical information confidential.
18. Participates in departmental meetings and in-service training sessions.
19. Performs other related duties as assigned or requested.
20. Operates within budgetary guidelines.

Position Qualifications:

Minimum Education: Minimum of a high school education or GED.

Minimum Experience: Prefer prior experience in large-scale food preparation and knowledge of special diets, but will train otherwise qualified candidates.

Certifications/Licensures: ServSafe Certification desired.

Working Environment: Subject to burns and cuts; exposure to hot and humid work environment; exposure to hazards of steam and heat; exposure to heat, wetness, odors in kitchen and/or patient areas; and exposure to varying degrees of kitchen elements.

Physical Demands: **

Stand:	Frequently	Lift/Carry:		Push/Pull:	
Walk:	Frequently	0-10 pounds:	Frequently	10-25 pounds:	Frequently
Sit:	Occasionally	10-20 pounds:	Frequently	25-50 pounds:	Occasionally
Squat/Kneel:	Occasionally	20-50 pounds:	Occasionally	50-100 pounds:	Occasionally
Bend:	Occasionally	50-100 pounds:	Never	100+ pounds:	Never
		100+ pounds:	Never		

Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine

Professional Requirements: Adheres to policies, procedures, and always maintains confidentiality. Attends annual in-services, completes annual education in a timely manner. Represents GRMC in a positive, professional manner on the job, electronically, and in the community. Complies with all hospital policies regarding ethical business practices; communicates the mission statement & core values of GRMC both on and off the job.

Acknowledgement:

I hereby acknowledge that I have received a copy of this position description and that I have both read and understand its contents. I hereby accept responsibility for fulfilling position expectations. I also acknowledge that the Administration or governing body of GRMC may modify the requirements of this job or eliminate it at any time, if deemed necessary. I acknowledge that this position description is representative of overall job requirements but not necessarily comprehensive in its description of all aspects of the job, and I agree that other duties not explicitly mentioned herein may nevertheless be reasonable job expectations on the part of Goodland Regional Medical Center.

I have received, read, and understand this job description for my position at GRMC.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Human Resource Signature: _____ Date: _____