



## Position Description

Position Title:	<b>Dining Services Attendant</b>		
Department:	<b>Dining Services</b>	Reports To:	<b>AM or PM Supervisor</b>
Classification:	<b>Non-Exempt</b>	Revision Date:	<b>August 2018</b>

## Position Overview

### Dining Services:

Prepares, assembles and portions all needed food and beverages as assigned and according to the tally. Delivers food and supplies to resident units as assigned. Cleans and sanitizes work area after each use. Uses appropriate food portioning and sanitation skills to prepare and serve food items per tallies. Understands dietary restrictions and is able to distribute appropriate foods for diets. Cooperates with all department members to achieve a sense of team. May be asked to do any job for which qualified.

## Principle Duties and Responsibilities

### Dining Services:

1. Assembles and delivers all necessary items for assigned unit. Sets up service station and records temperatures.
2. Prepares and portions food items and effectively communicates with Supervisor, leading to accuracy with patient menus, tallies and special orders.
3. Attractively and accurately portions and serves food items for the resident meals. Uses good food sanitation skills.
4. Ensures all food items are labeled, dated and stored appropriately.
5. Assures that work area is clean and sanitary.

## Competencies

- Customer Focus
- Flexibility
- Time Management
- Communication Proficiency
- Composure

## Qualifications and Skills

- Must be highly motivated to achieve and maintain high standards of nutritional care and sanitation.
- Must possess good organizational skills.

- Must be flexible, cooperative and able to contribute to a total team effort.
- Must be willing and able to follow directions explicitly.
- Must have high personal standards of cleanliness.
- Must accept and be supportive of the Dining Services Department's goals.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must have ability to lift and carry up to 25 pounds without assistance and possess full range of motion to reach 6 feet up and 3 feet in all directions. Job includes standing, walking, stooping, bending, pushing and pulling.