



Position Description

Position Title:	Kitchen Aide		
Department:	Dining Services	Reports To:	AM or PM Supervisor
Classification:	Non-Exempt	Revision Date:	March 2019

Position Overview

Dining Services:

Prepares, assembles and portions all needed food and beverages as assigned and according to the tally. Sets up station and works on the HSC/LAL tray line as assigned. Delivers food to residents and to resident units as assigned. Cleans and sanitizes work area after each use. Uses appropriate food portioning and sanitation skills to prepare 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.

Principle Duties and Responsibilities

Dining Services:

1. Effectively communicates with Supervisor, leading to accuracy with patient menus, tallies and special orders.
2. Attractively and accurately portions food items for the resident health services meals. Uses good food sanitation skills. Ensures all food items are labeled, dated and stored appropriately. Delivers food items to residents' units as assigned.
3. Assures that work area is clean and sanitary.
4. Prepares all tossed or Caesar salads and dressings needed for HSC and LAL for Lunch and Dinner
5. Portions all fruits needed for HSC, LAL and MDR for Lunch and Dinner.
6. Portions all desserts for HSC, LAL and MDR for Lunch and Dinner .
7. Portions all daily ice creams needed for HSC and LAL for Lunch and Dinner.
8. Portions ice cream on the menu for the HSC, LAL and MDR for Lunch and Dinner .
9. Portions and gathers items needed for the Meals program (at Lunch) and assembles bags.
10. Assembles all items they are responsible for on each DSA's tally and disperses them to each cold cart .

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.