



Position Description

Position Title:	Nutrition Assistant		
Department:	Dining Services	Reports To:	PM Supervisor
Classification:	Non-Exempt	Revision Date:	March 2019

Position Overview

Dining Services:

Works closely with the Registered Dietitian, Nutrition Supervisor and residents to establish acceptable daily intake while meeting nutritional needs. Visits residents on a daily basis to obtain menu selections. Must understand therapeutic diets and their applications on resident menus. Must be familiar with all residents and their special needs. Assures fair and equal treatment of all residents. Accurately communicates with dining services staff with tallies to allow for appropriate levels of food production. Delivers food items to residents' units as assigned. Must cooperate with all department members to achieve a sense of team effort. Works interdepartmentally with all staff to proficiently meet resident needs on a daily basis.

Principle Duties and Responsibilities

Dining Services:

1. Maintains accurate and timely recordkeeping which includes, but is not limited to daily menu writing, daily meal tallies to cooks, daily supplement lists and tallies, resident meal census, and Diet Offices Software updates.
2. Checks trays for accuracy in fulfilling nutritional and modified diet needs of residents. Provides final tray presentation that is accurate and within the resident's diet plan. Lifts tray from tray line and places tray into delivery cart.
3. Records the temperature of all freezers and refrigerators throughout the main kitchen. Performs additional duties as requested.

Competencies

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

Qualifications and Skills

- High school graduate is the minimum requirement.
- Must be highly motivated to achieve quality nutritional care for the residents.
- Must possess good organizational and time management skills and is detail oriented.
- Must possess basic computer skills.
- Must be sensitive to the needs of the elderly.
- Must be flexible cooperative, and able to contribute to a total team effort.
- Must be able to follow directions accurately.
- Must be highly motivated to achieve and maintain high standards of nutritional care and sanitation.
- 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.