



POSITION DESCRIPTION

I. IDENTIFICATION:

EMPLOYEE NAME: _____

TITLE: **DIET AIDE/PREP COOK**

DEPARTMENT: Dietary

SUPERVISOR: Food Service Supervisor

II. POSITION SUMMARY:

You are reporting to the Food Service Supervisor, a Diet Aide/Prep Cook should possess the required knowledge, health, and skills. They should understand receiving, storing, preparing, and serve, in a safe and sanitary manner. Good understanding of all menu items assigned. She/he shall be able to complete all cleaning assignments, operate kitchen equipment, and maintain high levels of acceptable food to be served with flair along with having general knowledge of diets and restrictions.

III. ESSENTIAL FUNCTIONS:

- Responsible for café & dining room assembly, special diets, cold production, and setting up nourishments for patients, covering cooks on breaks if needed and working in café if needed.
- Responsible for overall cleanliness of cafeteria line and work areas.
- Follows correct procedure for entering information on patient KARDEX and setting up all trays with placemats, napkins, utensils, and food placement.
- Understands the basic principles of all common facility therapeutic and texture modified diets and properly serve foods designated on these diets to patients who the doctor has prescribed.
- Prepares coffee, nourishments, salads, and desserts as assigned for patient or retail guests.
- Sanitizes dishes and service ware, sweeps and mops kitchen floors. Completes scheduled cleaning per schedule. Performs other tasks as assigned.
- Competent in how to identify patients for accurate tray delivery.
- Reads and follows recipes using appropriate measurements.
- Understanding of therapeutic diet as listed on menus.
- Utilizes procedures for handling food safely and sanitation.

- Prepares salads, sandwiches & desserts.
- Organizes, rotates, dates and label foods in kitchen shelves, walk-ins, reaching & storeroom.
- Assist in checking in food shipment orders and putting away appropriately.
- Assist cooks with cleaning and sanitizing pots, pans and dishes.
- Sweep and mop floors.
- Assist with all other duties assigned by Food Service Supervisor

IV. **EDUCATION/EXPERIENCE REQUIREMENTS:**

Previous experience in dietary department of a healthcare facility is acceptable or previous culinary experience acceptable. Must be competent in have knowledge of proper food handling and proper sanitation methods. Must have knowledge of therapeutic diets and be able to interpret production lists.

V. **PHYSICAL DEMANDS**

- a. Physical Activity - Must be able to lift and/or carry and exerting up to 50 - 75 pounds of force occasionally and/or up to 20 to 30 pounds of force frequently, and/or greater than negligible up to 30 pounds of force constantly to move objects.
- b. Working Hazards or Risks – Potential for musculoskeletal injuries due to moving or lifting supplies and equipment.
- c. Understands OSHA Blood Borne Risk Category III.
- d. Stands and walks continuously throughout the working day. Reaches, stoops, bends, lifts, carries, manipulate various food products, dietary supplies and equipment.
- e. Visual acuity and color discrimination for examining cooked and stored foods. Taste and smell discrimination in determining nutritional quality and palatability of foods.

- f. Ability to work with chemicals and cleaning agents per MSDS.
- g. Must be free from infection or diseases.
- h. Exposure to temperature and humidity with changes as in entering refrigerated storage areas, working at ovens, ranges, dish-washing machines, and at steam tables.
- i. Work in a fast paced environment for long periods of times.

I have received a copy of this Position Description and its contents have been reviewed with me.

Employee Signature

Date

Supervisor Signature

Date