



JOB DESCRIPTION

POSITION TITLE: Dietary Aide

REPORTS TO: Dietary Services Manager

STATUS: Non-exempt

QUALIFICATIONS: High School diploma or equivalent preferred; ServSafe certification preferred; must have knowledge of nutritional and healthful foods; must have a basic understanding of food preparation; must possess organizational skills. Must be able to perform normal physical functions, including, but not limited to, lifting, bending and stretching.

SUMMARY: Dietary Aide II shall prepare and serve all meals and complete tasks as assigned toward the smooth operation of the Dining Hall facility, with special emphasis on compliance with safety and regulatory standards. Shall professionally and appropriately represent Crossnore School & Children's Home and shall regard all information (student, personnel, financial, or business) as confidential.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Be dependable and punctual.
2. Prepare food as directed, following recipes and guidelines.
3. Serve food.
4. Must attend ServSafe Manager course to refresh skills and to attain or renew ServSafe certification.
5. Assist with the overall upkeep of the facility and surrounding grounds.
6. Assist with inventory files.
7. Complete specific tasks relative to Dining Hall operations in a timely manner as assigned by Dietary Services Manager or designee.
8. Assist with the Crossnore Commissary as directed, with special attention to excellent customer service.
9. As assigned or as needed, assist and/or perform duties of Dietary Aide I, which include, but are not limited to:
 - a. Keep the Dining Hall's dish area clean and organized at all times.
 - b. Lift and move kitchen items as needed.
 - c. Sweep and mop all Dining Hall floors daily and as needed.
 - d. Take out all kitchen trash.
 - e. Provide janitorial duties for all Dining Hall restrooms as directed.
 - f. Unload stock, using first in, first out (FIFO).
10. Create and provide a warm, inviting atmosphere for dining and socializing.
11. Follow directions, offer assistance and support to coworkers, and work cooperatively with all members of the Dining Hall staff.
12. Other duties as assigned by Dietary Services Manager.

OTHER DUTIES:

1. Adhere to the Agency’s commitment to the Sanctuary Model of Care, S.E.L.F Model, Self Care, Seven Commitments and their respective tools to create a supportive, nurturing environment conducive to clients’ spiritual, social, educational and emotional development
2. Promote a safe, secure environment in all areas of responsibility by adhering to all policies and procedures and all program guidelines pertaining to risk management
3. Be responsive and sensitive to the cultural and ethnic differences among staff, students, cottage groups, and families served
4. Use Crossnore School & Children’s Home resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds
5. Demonstrate the ability to take supervisory direction as well as work independently using sound judgment
6. Assume responsibility for professional development through appropriate use of supervision (clinical/individual or group) and attendance at classes, workshops, etc. to improve professional skills
7. Ensure the provision of quality services through participation in Crossnore School & Children’s Home’s Performance Quality Improvement (PQI) process
8. Present a positive and helpful professional image of Crossnore School & Children’s Home in personal appearance and attitude
9. Ensure compliance with all applicable standards of practice

PHYSICAL DEMANDS: Medium

This position requires:

1. Lifting up to 50 pounds at a time with frequent lifting or carrying of objects weighing 10-25 pounds.
2. Frequent walking and standing.
3. Frequent reaching and/or grasping using hands and/or arms.
4. Frequent use of hands requiring dexterity in using kitchen equipment, telephone, computer keyboard, or other objects.
5. Visual ability including distance, peripheral and depth perception.
6. Ability to talk and hear.
7. Ability to spend long periods of time standing, bending, stooping, and walking around the facility.
8. Climbing stairs repeatedly.
9. Physical stamina.

DAYS/HOURS OF POSITION: Employees in this position may be classified as full time, part time, or on call. Days and/or hours may vary according to staffing needs.

_____ ***I understand that this job description does NOT constitute a contract for employment and that Crossnore School & Children’s Home may exercise its employment-at-will rights at any time.***

_____ ***I understand that this job description is a guide and is subject to change without advance notice to me. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time, due to reasonable accommodation or other reasons.***

_____ ***I certify that I am able to perform the essential functions of this position as outlined in this job description.***

Employee Signature

Date

CSCH Representative Signature

Date