



JOB TITLE: Dietary Aide I

REPORTS TO: Dietary Services Director

SUMMARY : Prepares and serves meals with an emphasis on compliance with safety, nutritional, and regulatory standards. May also assist with keeping the Dining Hall facility clean, organized, and stocked. May assist with special events as needed.

STATUS: Full Time, Non-Exempt

HIRING RANGE: \$13.69 to \$15.73 an hour

QUALIFICATIONS

- **Education/Experience**
 - High School diploma or equivalent preferred.
 - ServSafe certification preferred.
- **Skills/Competencies**
 - Basic understanding of food preparation required.
 - Previous kitchen or janitorial experience preferred.
 - Ability to perform normal physical functions, including, but not limited to, lifting, bending and stretching required.
 - Ability to work on diverse teams and must be flexible and willing to work with groups of all ages, races, nationalities, sexual orientations, gender identities, disabilities, and backgrounds.
 - Demonstrated passion for serving children and the child-serving workforce
 - Displays enthusiasm and confidence in taking on tasks and challenges.
 - Demonstrated the ability to take directions and work independently.

SOCIAL RESPONSIBILITIES

1. Cultivate a nurturing environment through the use of the Sanctuary Model that supports client and staff development on every level spiritually, socially, educationally, and emotionally.
2. Be aware of and willing to work with youth and families of all ages, races, nationalities, sexual orientations, gender identities, disabilities, and backgrounds and to foster diversity and inclusion in the workplace and designated program area.
3. Use the Sanctuary Model and its toolkit to continue to provide guidance towards the responsiveness and respect of diversity, multiculturalism, and inclusion across all programs and settings.
4. Be committed to using Sanctuary principles when interacting and communicating with

- others, in team building, giving and receiving feedback, showing initiative, working independently, and in using good judgment, problem solving and decision making.
5. Embrace technology by being willing and able to check and respond to emails/messages, prepare documentation and attend meetings via video conferencing.
 6. Promote a safe, secure environment in all areas of responsibility.
 7. Comply with all standards of accreditation and licensing agencies and adhere to all organizational policies, procedures and program guidelines.
 8. Use Crossnore Communities for Children resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds.
 9. Assume responsibility for personal and professional development through appropriate use of regular supervision (individual or group), participating in meetings, maintaining continuing education requirements, licensure and certifications and attendance at classes, workshops, etc. to improve professional skills.
 10. Maintain professional conduct and image to actively promote the mission, value and purpose of Crossnore Communities for Children.
 11. Ensure the provision of quality services through participation in Crossnore Communities for Children Performance Quality Improvement (PQI).

JOB DUTIES AND RESPONSIBILITIES

1. Prepare food as directed, following recipes and guidelines.
2. Serve food.
3. Must attend ServSafe Manager course to refresh skills and to attain or renew ServSafe certification.
4. Assist with the overall upkeep of the facility and surrounding grounds.
5. Assist with inventory files.
6. Be dependable and punctual, and complete specific tasks relative to Dining Hall operations in a timely manner as assigned.
7. Assist with the Crossnore Commissary as directed, with special attention to excellent customer service.
8. 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).
9. Create and provide a warm, inviting atmosphere for dining and socializing.
10. Follow directions, offer assistance and support to coworkers, and work cooperatively with all members of the Dining Hall staff.
11. Other duties as assigned.

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.

DAYS/HOURS OF POSITION and WORK CONDITIONS:

Typical hours are 1st shift, Monday-Friday. Must be available to work some evenings and weekends as dictated by the demands of the position, including group events. Noise level in the workplace is usually moderate. Work is completed indoors except for special events or loading/unloading food items.

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

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

_____ *I understand that this job description is a guide and not all-inclusive, 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 have received a copy of this job description and understand the responsibilities, and certify that I am able to perform the essential functions of this position as outlined in this job description with/or without accommodations.*

Employee Signature

Date

HR Representative Signature

Date