

## Dietary Aide Job Description

<b>Job Title</b> – Dietary Aide	<b>Reports to:</b> Lead Clinical Dietitian	
<b>Job Code-</b>	<b>Overtime Status:</b> Exempt (not eligible) <input type="checkbox"/> Non-Exempt(eligible) <input checked="" type="checkbox"/>	
<b>Department</b> – Nutrition Care	<b>Prepared by:</b>	<b>Date:</b>
<b>Facility</b> -	<b>Approved by:</b>	<b>Date:</b>
<p><b>Job Summary</b>            The incumbent will be responsible for the order taking and record keeping of meals to patients in the hospital. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of general dietary practices and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p><b>Supervises</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>		
<p><b>Primary Responsibilities</b></p> <ul style="list-style-type: none"> <li>Completes order taking of menus from patients</li> <li>Maintains dietary files including tallies of menu items selected in order to inform dietary hosts of food requirements for upcoming meals</li> <li>Identifies opportunities for and contributes to the improvement of quality, safety, and costs as well as patient satisfaction</li> <li>Understands basic functions of dietary department</li> </ul>		
<p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>Performs other duties assigned by the clinical dietitian</li> <li>Attends staff meetings</li> </ul>		
<p><b>Education/Certifications/Licenses</b></p> <ul style="list-style-type: none"> <li>High School Diploma or GED equivalent</li> <li>Associate degree majoring in dietetic technology or equivalent preferred</li> <li>BLS training</li> </ul>		
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li><b>Required</b> – 1 year of experience in dietetic department in assisted living facility/school/equivalent</li> <li><b>Preferred</b> - 2 years of experience in hospital dietetics</li> </ul>		
<p><b>Special Skills/ Equipment</b></p> <ul style="list-style-type: none"> <li>Proficient in Microsoft Office</li> <li>Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred</li> </ul>		
<p><b>Contacts</b></p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients and providers</p>		
<p><b>Physical, Mental Demands/Working Environment</b>  <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

*Dietary Aide Job Description continued*

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive	X				
Sit			X		
Stand			X		
Walk			X		
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend	X			
	Squat	X			
	Crawl	X			
	Climb	X			
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
Turn	X				
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds				
	Up to 50 Pounds	X			
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	<b>No</b>		<b>Yes <u>XXX</u></b>		
Mental Demands	<b>YES</b>		<b>YES</b>		
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People	X	Relate to Others	X		
Working Environment	<b>YES</b>		<b>YES</b>		
	Indoor	X	Loud Noise	X	
	Outdoor		Fumes		
	High Temperatures		Confined Areas	X	
Low Temperatures		Radiation Area			

List any other physical requirements: [type here]

**Disclaimer**

**NAME OF HOSPITAL GOES HERE** does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature