DIETARY ASSISTANT

Department: Dietary/ Food Services Position Type: Non-Exempt Part Time

Date Written: 10/1/26 Date Revised:

Supervisor: Day Services Supervisor

Supervises: none

JOB SUMMARY: The Dietary Assistant supports the daily food service operations of a day services facility serving adults with intellectual and developmental disabilities. This position assists with meal preparation, kitchen sanitation, food service, dishwashing, and maintaining a clean and safe kitchen environment.

The Dietary Assistant is expected to provide respectful, person-centered service and work cooperatively with direct support professionals, program staff, and other members of the care team to help ensure that individuals receive meals that are safe, appealing, and appropriate to their dietary needs.

ESSENTIAL FUNCTIONS:

1. Assists with preparing the lunch meal on weekdays in accordance of approved menus and diet orders, while also providing substitutions for known allergies and special diets.

2. Assists with maintaining food inventory, proper storage, rotates food supplies, and monitors expiration dates in accordance with applicable guidelines and to minimize waste.

3. Assists with completing required paperwork, diet order records, and meal counts for proper billing.

4. Assures a routine cleaning and monitoring schedule is being followed to maintain a safe and sanitary environment as well as to keep equipment functioning properly. Ensures cleanliness of kitchen, appliances, equipment, etc. at all times.

5. Familiar with and complies to Aspire, Inc. policies and procedures.

6. Familiar with and complies to safety and sanitation regulations.

7. Completes, obtains, disseminates, updates and files all applicable forms/reports and billing information, and other documents related to inventory and shipping/receiving.

8. Co-plans, conducts, and attends, extracurricular activities, workshops, in-services, and meetings as necessary.

9. Assists in ordering/maintaining all supplies, materials, and equipment necessary to meet production demands.

10. Must make important decisions, and exercise discretion and judgment.

11. Must be tactful, pleasant, and utilize a friendly approach when dealing with others.

12. Assist with preparing and serving meals and beverages according to established menus and recipes.

13. Follow individual dietary requirements, food allergies, texture modifications, and other special meal instructions as directed.

14. Assist with portioning and distributing meals to program participants and staff.

15. Maintain proper food handling, storage, temperature control, and sanitation practices.

16. Wash dishes, utensils, cookware, and food service equipment.

17. Cleans and sanitizes kitchen surfaces, appliances, food preparation areas, dining areas, and other assigned areas.

18. Follows established procedures for preventing cross-contamination and foodborne illness.

19. Dispose of garbage and recycling appropriately and maintain an orderly kitchen environment.

20. Operates kitchen equipment safely and report damaged or malfunctioning equipment to the supervisor.

21. Supports a welcoming and respectful mealtime environment for individuals receiving services.

22. Follows all organizational policies, safety procedures, confidentiality requirements, and applicable food service regulations.

23. Communicates effectively both orally and written.

24. Perform other duties as assigned by the Dietary/Food Services Supervisor.

EDUCATION/EXPERIENCE/OTHER REQUIREMENTS:

1. High School diploma or GED.

2. Previous food service, kitchen, dietary, housekeeping, or related experience preferred.

3. Must successfully complete all other agency approved training/certifications.

4. Must be able to follow a recipe, calculate measurements, and follow diet orders.

5. Dependable attendance and punctuality.

6. Must prioritize, organize, meet timelines, and be detail oriented.

7. Ability to perform multiple tasks at one time.

8. Ability to interact respectfully and professionally with adults with intellectual and developmental disabilities.

Physical Requirements

- Ability to stand and walk for extended periods of time.
- Ability to bend, stoop, reach, bend, push/pull items, break down boxes, and perform repetitive tasks.
- Ability to lift at least 50 pounds and carry food, supplies, dishes, and equipment on a regular basis.
- Ability to safely perform kitchen and cleaning duties with or without reasonable accommodation.

Work Environment

This position works primarily in a kitchen and dining environment within a day services facility. The employee may be exposed to heat, cold, water, cleaning products, kitchen equipment, and moderate noise levels. The position requires regular interaction with adults with intellectual and developmental disabilities and facility staff.

Every effort has been made to make your job description as complete as possible; however in no way is it stated or implied that these are the only duties you are required to perform. Other related duties necessary to meet the needs of the organization may be assigned to you.

Aspire, Inc. is an equal opportunity employer. Employment decisions are made without regard to legally protected characteristics in accordance with applicable federal, state, and local laws.

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Employee Signature Date Reviewed