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| **Community:** | Maple Farm |
| **Department:** | Dining Services |
| **Reports to:** | Director of Dining Services |
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| **Overview:** | The Dining Prep Aide provides assistance as directed and assigned in dietary functions and activities: setting up dining rooms, cleaning and resetting tables, preparing condiments, desserts, garnishes, salads and beverages for meal services. |
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**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Follows Residents’ Rights policies at all times.
* Treats all information about residents, their condition and family as confidential.
* Maintains compliance with all federal, state and local regulations governing the handling and storage of food, food supplies, equipment and work environment.
* Complies with established dietary standards of food safety.
* Prepares and delivers condiments, desserts, garnishes, salads and/or salad bar for noon and evening meals.
* Prepares salad and desserts needed for the following day.
* Handles leftovers properly as assigned, including refrigerating and dating leftovers.
* Washes and sanitizes workstations.
* Restocks work stations.
* Assumes responsibility for meeting meal schedules.
* Cleans equipment and other areas within the department.
* Works cooperatively with food service staff and other departments.
* Attends in-service training programs for Dining Services team members.
* Observes infection control procedures related to the Dining Services.
* Assumes quality assurance duties as assigned.
* Consistently works cooperatively with residents, resident’s representatives, facility staff, physicians, consultants and ancillary service providers.
* Performs all duties assigned in an effective, timely and professional manner.
* Performs other duties and responsibilities as assigned.

**Secondary Functions**

* Checks weekly and monthly cleaning charts and completes when time permits.
* Washes dishes, sorts silverware, sweeps and mops floors, and removes trash.

**Job Qualifications**

* Must be able to read menus and understand measurements and categories of food for special diets.
* Must be efficient and organized.
* Must treat residents with kindness, cheerfulness and respect.
* Must be willing to train and participate in ongoing staff development programs.

**Equipment to be Used**

* Coffee and tea maker, steamer, oven, stove, grill, dishwasher and microwave.
* For those over 18 years of age or older: Mixer, food processor, slicer and garbage disposal.

**Working Conditions**

* Must work every other scheduled weekend and holiday.

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

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Team Member Name (Please Print)

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Team Member Signature Date

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Department Supervisor Signature Date

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Human Resources Director Signature Date