

**Westminster Village**  
**February 18, 2020**

Position: Dietary Aide

Department: Dietary

Reports to: Dietary Director

Union Status: Union Position

Status: Full time, 11am-close, including every other weekend

Part time, 5:30am-2pm, including every other weekend

Part time, 4pm-close, including every other weekend

**Duties:**

- Portions hot food, cold food, food supplements and garnishes in amounts consistent with census for residents, staff, guests and special events as assigned, according to standardized recipes and safe food handling practices.
- Accurately assembles resident trays using menu spreadsheet or as directed to ensure that residents receive food consistent with the physician's order, diet order and the resident's preferences indicated on the tray card. Utilize scales, scoops and other measuring devices to provide foods in amounts specified on the menu spreadsheets.
- Properly covers, labels, dates and applies the time of day to all foods processed on the premises before storing in the refrigerator or freezer in accordance with the Illinois Department of Public Health Regulations.
- Performs dish washing tasks at the end of each meal. Maintains all kitchen areas in a clean and sanitary manner. Follows established policies and procedures to ensure residents are served with sanitary dishes, flatware, pots, pans and serving utensils.
- Interacts with nursing personnel in a cooperative manner during meal service to ensure that the resident service needs are met.

**Education/License:**

- High School Diploma, GED or equivalent

**Skills, Knowledge and Abilities:**

- Good verbal and communication skills.
- Ability to lift 50 lbs.
- Must be able to stand and walk for most of the workday while portioning, serving or transporting food on trays or in a cart throughout the campus.
- Must be capable of wide range of hand, wrist and finger motions including pinching, grasping, and fingering required for such tasks as portioning, carrying supplies and trays.

**Selection Process:**

All interested applicants are encouraged to fill out the online application.