



# Dietary Aide

**Orchard Manor is recruiting for Dietary Aide.** The dietary aide performs a variety of duties depending upon the position being filled, to include preparing salads, portioning food and beverages, tray line work, dishes, pots and pans, and transporting food and supplies, cleaning of floors. The dietary aide may be requested to do other related duties as the need arises or as deemed necessary by Dietary Management. This position works to maintain a safe and sanitary kitchen and work area.

## **Benefit Position:**

64 hours per two-week pay period

## **Minimum Qualifications:**

Education:

1. High School graduate or equivalent
2. Prefer graduation from an accredited food service program or the willingness to attend when classes would be offered
3. Requires a basic understanding of sanitary and safety procedures with compliance

Note: Equivalent combinations of job related education and experience may be considered

**How to Apply:** An [Orchard Manor Employment Application](#) and job description may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) (click on Employment Opportunities) or by contacting Orchard Manor's HR/Payroll Assistant at (608)723-2113. **An Orchard Manor Application is required and will be accepted until 4 p.m. on Tuesday, November 12, 2024 at the following location:**

**HR/Payroll  
Orchard Manor  
8800 Hwy 61  
Lancaster WI 53813**

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Dietary Aide

**DEPARTMENT/ AGENCY:** Orchard Manor

**IMMEDIATE SUPERVISOR:** Dietary Manager

**PAY GRADE:** OM C

**FLSA:** Not Exempt

### **NATURE OF WORK**

Under the supervision of the Dietary Manager, the dietary aide performs a variety of duties depending upon the position being filled, to include preparing salads, portioning food and beverages, tray line work, dishes, pots and pans, and transporting food and supplies, cleaning of floors. The dietary aide may be requested to do other related duties as the need arises or as deemed necessary by Dietary Management. This position works to maintain a safe and sanitary kitchen and work area.

### **MINIMUM QUALIFICATIONS**

#### Education:

1. High School graduate or equivalent
2. Prefer graduation from an accredited food service program or the willingness to attend when classes would be offered
3. Requires a basic understanding of sanitary and safety procedures with compliance

#### Experience:

- None

Note: Equivalent combinations of job related education and experience may be considered

#### Knowledge, Skills and Abilities:

1. Must be able to work other than normal working hours when needed or deemed necessary
2. Must be able to work in a variety of settings
3. Must be able to read and write and do simple math problems
4. Must be able to work a minimum of 4 hours to a maximum of 8 hours
5. Must have an interest and desire to work with geriatric and developmentally disabled residents
6. Must be able and willing to attend department inservice and programs
7. Computer skills preferred

### **ESSENTIAL FUNCTIONS**

1. Clear trays, wash dishes, glassware, silverware, etc.
2. Wash and sanitize pots and pans
3. Portion beverages, prepare supplements, organizes and deliver supplements to nursing
4. Prepare texture modified beverages
5. Prepare and portion salads attractively
6. Portion desserts
7. Set up, serve, and distribute meals (special, diet modified, and regular) to residents
8. Have a working knowledge of special diets
9. Transport supplies and food
10. Pack lunches, make toast, butter bread
11. Empty garbage, clean floors, counters, and other assigned cleaning duties
12. Be able to work alternating weekends and on holidays
13. Expected to respond to emergency situations involving the safety of residents, other employees and the facility; this includes the ability to assist with a possible evacuation of residents; must participate in O.M. emergency plan as assigned.

### **SUPERVISION RECEIVED**

Under the direction of the Dietary Manager

### **SUPERVISION EXERCISED**

None

### **ENVIRONMENTAL FACTORS**

**Equipment Used:** Dishwasher, cart sprayer, utility and dish carts, coffee and juice machines, blenders, grinders, graters, toasters, electric/manual can opener, gas stove, steam kettle, trash compacter and recycling equipment, various measuring equipment, kitchen utensils and cookware, and other equipment as deemed necessary by dietary manager to perform the essential functions of the job

#### **Strength:**

1. Able to stand and walk up to 8 hours per day
2. Able to push/pull carts of food supplies weighing approx. 50 to 300 lbs. in order to transport supplies and food
3. Able to routinely lift 30 pounds

#### **Mobility:**

1. Able to frequently stoop, bend, squat, twist, and reach overhead to clear trays, wash pots and pans, or assist in food preparation
2. Occasionally needs to squat, climb stairs, and be exposed to extreme changes in temperature cold from freezer and heat from dishwasher
3. Able to maintain balance on wet floors and mats

#### **Manual Dexterity:**

1. Simple manipulative skills are required to manipulate a cart with supplies through doors or to transport supplies and food up and downstairs
2. Able to use hands and arms to manipulate dishes, pots, and pans, during washing and for food preparation

**Speech:** Able to articulate clearly and understand English to communicate with residents and other staff members

#### **Sensory Requirements:**

1. Able to see 2 to 7 feet for safe working environment
2. Able to attend to task for 10 to 60 minutes
3. Able to understand and relate to specific ideas generally several at a time and relay information to other professional
4. Able to follow, complete, and remember verbal and written messages, information and task assignments

### **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only, and not intended to imply a written or implied contract of employment. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/01/2018