



Wallowa County Health Care District

JOB TITLE: Diet Aide

FLSA STATUS: Non-Exempt - Union

DEPARTMENT: Food Services

DATE: April, 2023

REPORTS TO: Food Service Supervisor

APPROVED BY: Administrative Director of Food Services

JOB SUMMARY:

This position is in constant contact with the public and must exhibit behavior that exemplifies our District mission statement to "Provide Premier Health Care". As a District employee, you are the patient experience. This position is responsible for the preparation and serving of fruit, salads, desserts, beverages, snacks and nourishments for the hospital patients for breakfast, lunch, dinner and snacks as determined by the current posted menu. Must be knowledgeable in therapeutic diets in order to select the correct patient menu as ordered by the physician. Assists in preparing food and beverages for in-house catered events. Assists the cook with preparing patient meal trays.

MISSION, VISION & VALUES adherence:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES & RESPONSIBILITIES:

Include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepares green salads, chef salads, and cottage cheese fruit plates. Portions fruits and desserts using approved recipes and menu, and fills plates using approved portion control. Assembles fruit, salads and dessert items for breakfast, lunch and dinner meals using tally sheets and proper portion control.
- Uses proper measurements/scoops/serving utensils.
- Tastes all products prepared to assure they meet the standard of quality of the facility.
- Assembles all hot and cold beverages for breakfast, lunch, and dinner meal.
- Prepares snacks and shakes for hospital patients and makes toast for breakfast meal.
- Keeps lettuce container full of clean and sorted lettuce leaves for use by diet aides, cooks and cafeteria aides.
- Prepares fresh fruit for café breakfast salad bar when in use.
- Prepares fresh fruit and veggie cups for café when salad bar is not in use.
- Keeps fresh fruit and salad ingredients washed and prepped.
- Responsible for stocking food and disposable supplies used on tray line.
- Stocks juice, supplements and other ingredient items used in food preparation in the diet aide fridge.
- Assists Cook in preparing late trays.
- Able to read and follow menus and recipes and prepare appropriate quantities of food as needed for patient tray line, cafeteria or catering with good eye appeal.
- Able to complete assigned duties in a timely manner and have meals ready to deliver to the patient wing at set meal times – Breakfast 7:30 a.m. Lunch 12:00 p.m. Dinner 5:00 p.m.
- Delivers meal carts to patient wings.
- Prepares courtesy carts using approved stocking list. Records items sent for billing purposes.
- Dates and properly stores all food. Discards all food past 3 days of date.
- Assists in preparing in-house catered events as assigned.
- Rinses food containers, pans, and cooking utensils and puts on dirty dish cart for the dishwasher to wash and sanitize.
- Operates small appliances/cooking equipment and uses kitchen utensils in a safe manner to avoid accidents.
- Maintains work area and equipment in high degree of cleanliness, using assigned cleaning schedule as a guide. Must initial chores completed on cleaning list.
- Assists other food service employees in keeping walk-ins, freezers and storerooms in an organized manner and emptying the trash cans in their work area.



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- Washes and puts away cooking utensils/pots/pans and dinner trays from patient wings. With assistance from Cook, does final close down and cleaning of department – rinsing out of dish machine, cleaning and sanitizing dish room counter tops and carts, trash removal and floor cleaning.
- Handles and prepares foods according to health department food safety guidelines and maintains foods within proper temperature standards, recording food temperature on approved forms.
- Responsible for the following health department food safety guidelines in kitchen/dish room/storage area by wearing proper protective clothing (gloves, hair net, apron, shoes)
- Functions as a member of tray line, assembling meal trays for patients along with the assistance of the cook. Sets up trays with menu, placemat, napkin, utensils, condiments, and cold foods and beverages.
- During low census, assumes the duties of the dishwasher with assistance of cook.
- Receives patient diet order changes via computer.
- Updates patient list with new patient information.
- Checks patient menu selections to the diet guidelines/order.
- Visits patients regarding menu choices or to assist with filling out their daily menu.
- Tallies menus and adds numbers to production sheets.
- Makes necessary notes for shift change.
- Uses Corporate Safeway card to obtain food and supplies from store when needed.
- Assists with data entry for stocking sheets and cafeteria.
- Must have the willingness to put the customer first in everything you do. Is in constant contact with the public.
- Prepares the salad bar crocks on the weekend for the cafeteria.

QUALIFICATIONS & EXPERIENCE:

- High School Diploma or equivalent education is preferred.
- Food Handler Certificate or ability to obtain within 30 days.
- Computer skills required (operating point of sale system in cafe, checking email, basic understanding of Word, and Excel applications, using other programs as needed).
- Ability to read and write and to follow written and oral instructions.
- Training in food service or cooking is desirable.
- The ability to calculate recipes and prepare proper amounts as needed.
- Ability to communicate effectively with staff.

CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.



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- Service Orientation — Actively looking for ways to help people.
- Speaking — Talking to others to convey information effectively.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to extreme heat and cold. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is consistently moderate.

WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately to the CEO.

I have read and understand the above job description.

Employee Signature

Date