



# Wallowa County Health Care District

**JOB TITLE:** Nutritional Services Aide

**FLSA STATUS:** Non-Exempt - Union

**DEPARTMENT:** Nutritional Services

**DATE:** December, 2021

**REPORTS TO:** Nutritional Services Supervisor

**APPROVED BY:** Administrative Director of Nutritional Services

## **JOB SUMMARY:**

This position is in constant contact with the public and must exhibit behavior that exemplifies our mission statement to “Provide Premier Health Care”. As an employee of WMH, you are the patient experience. This position includes skilled cook's work and is also cross trained as a Cafeteria Aide, Diet Aide, and Dish Washer to provide coverage for vacations and sick leave for other employees. This person reports directly to the Food Service Supervisor. Upholds the mission, vision and values of Wallowa Memorial Hospital.

## **MISSION, VISION & VALUES:**

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.

- Must have the willingness to put the customer first. Is in constant contact with the public.
- Proficient as: Cook, Diet Aide, Café Aide, Dish Washer. Assists or fills those roles as needed.
- Assists Food Service Supervisor with in-house caterings, freight check in, and other duties as needed.
- Prepares and maintains vending machine offerings.
- Responsible for following health department guidelines in all areas by wearing proper protective clothing.

## **QUALIFICATIONS & EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Two years' food service experience preferred.
- Computer skills required (operating point of sale system in cafe, checking email, basic understanding of Word, and Excel applications, using other programs as needed).
- Must have the ability to read and write, a knowledge of basic arithmetic, units of measurement used in food preparation, and purchasing food. Ability to write modified diets and to develop policies and procedures.
- Current Food Handlers Card or ability to obtain within 30 days.

## **CORE COMPETENCIES:**

- Compassion – Welcomes, mentors and receives 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.



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## **POSITION SPECIFIC COMPETENCIES:**

- Time Management — Managing one's own time and the time of others.
- Operation Monitoring — Watching gauges, dials or other indicators to ensure machine is working properly.
- Service Orientation — Actively looking for ways to help people.
- Speaking — Talking to others to convey information effectively.
- 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.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Time Sharing — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

## **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 occasionally exposed to moving mechanical parts. The noise level in the work environment is continuously 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.

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I have read and understand the above job description.

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**Employee Signature**

**Date**