

McCone County Health Center
605 Sullivan Avenue
Circle, Montana 59215

RESPONSIBLE TO: Dietary Manager

POSITION SUMMARY:

- Receives dishes and tableware from tables, patient rooms and nurses'station. ● Performs duties as assigned in Dietary Department.
- Cleans, washes and rinses dishes/utensils/pots/pans, tables and other kitchen work areas. ● Polishes fixtures, sets tables and sets up individual servings.
- Assist in food preparation, serving and other dietary areas as needed.

TYPICAL JOB SHIFT:

The Dietary Aide position is 2 shifts per day, 7 days a week. Day Shift - 1/2 hour unpaid meal breaks; and Evening Shift — no meal breaks.

-Day (6 am — 2:30 pm)

-Evening (4 pm — 8 pm)

NOTE: Required to work holidays, weekends, and different shifts as scheduled.

KEY RESPONSIBILITIES/DUTIES (*Essential Functions*):

1. Prepare dishes for washing which includes receiving tableware from dining and patients' rooms.
2. Scrapes food from dishes, rinses tableware by hand in tubs of hot, soapy water before stacking in dishwasher. Determines that wash and rinse water are at proper temperatures, fill detergent dispenser and turn machine on for wash/rinse cycle.
3. Place cleaned and dried silverware in proper cart to transport to kitchen area.
4. Cleans work area, steam tables, and kitchen equipment. Also sweep and scrub kitchen. Clean and set dining room tables and polish fixtures.
5. On request, set up individual servings of dry cereal, juice, salads. and desserts; butter bread, assist in filling steam table, serve beverages.
6. Responsible for sanitary conditions of tableware, storerooms. general kitchen areas and other working areas.
7. Maintains enough clean tableware and serving trays in time to meet meal schedules.
8. Maintains clean pots and pans ready for use by cooks, as needed.
9. Assist in cutting, peeling, and washing of fruit and vegetables.

10. Assist in serving trays or dining room.

I 1. Assist with organization and care of storerooms.

i 2. Assist where assigned and with special functions.

13. Actively participates in all Dietary In-Service Education Programs and Staff Meetings. Required to complete Silverchair Learning education assignments.

14. Assist in all areas as needed and perform other job duties assigned by Dietary Manager or CEO.

OTHER IMPORTANT FUNCTIONS:

1. Be cooperative and willing to follow suggestions and perform repetitive tasks on a continuous basis.

2. Study modified diets and applies knowledge such as figuring quantities, etc.

3. Use good judgments in operation of equipment and keeping up with flow of work.

4. Maintain good communication with patients and co-workers.

POLICIES AND PROCEDURES:

1. **CONFIDENTIALITY** — maintains and assures confidentiality in all facility functions according to established policy and procedures.

2. Compliance with department policies.

a. Refers to department/facility manuals for specific instructions or guidelines and asks questions as appropriate.

b. Follows established individual department policies and procedures and takes responsibility to become familiar with them.

c. Adheres at all times to the technical and ethical standards of his/her job description and the overall philosophy of the facility.

d. Completes Time Clock entries per established procedure and assures accuracy of hours recorded.

3. Attendance/Punctuality:

a. Provides proper notification of tardiness by contacting Dietary Manager.

b. Provides proper notification of absence by contacting Dietary Manager. [f unable to attend a meeting, also complete required Absence Form prior to meeting.

c. Reports to work on time.

d. Observes regulations for paid and unpaid break times.

e. Takes responsibility for the appropriate management of accrued benefit hours.

4. Appearance/Hygiene/Health

a. Observes facility's dress code or dress/hygiene guidelines.

b. Practices good body mechanics.

c. Has employee health screening test done annually as stated in facility policies.

d. Observes universal precautions and practices infection control policies.

e. Observe Tobacco Free Campus Policy and Procedure:

- The use of any tobacco product including, but not limited to, cigarettes, e-cigarettes, cigars, pipes, and smokeless tobacco will be prohibited in facilities or on properties of MCHC.

- Employees will be prohibited from using tobacco during all paid time including breaks.

- Employees are not allowed to use tobacco on campus during unpaid meal times. • For more information, see Tobacco Free Campus Policy and Procedure.

5. Environmental/Electrical Safety

- Assists in ensuring a clean and safe work environment. Reports faulty equipment or unsafe condition(s) to appropriate manager and/or Plant Department; if needed, clean area.
- Observes surrounding and reports verbally or in writing any problems or potential problems regarding patients, co-workers and/or visitors to respective Department Manager or CEO.

6. Fire and Internal/External Disaster

- Maintains familiarity with fire and disaster plan.
- Participates in drills.

7. Guest Relations:

- Is courteous and helpful to patients, medical providers and visitors.
- Is courteous and helpful to co-workers, including other departmental staff members.
- Offers suggestions for improved or more efficient departmental/facility operations.
- In a positive manner, is supportive of McCone County Health Center's policy and procedural changes.
- Promotes pride in his/her position as well as in the facility.

QUALIFICATIONS:

- High School Diploma or equivalent.
 - Previous work experience as an aide (dishwasher) in a hotel, restaurant, or hospital is desirable.
- Must know or be able to learn how to operate the dishwasher.
- Must know or be able to learn to set up individual portions of certain types of food.
- Must know or be able to learn to set up trays, keep simple records, set tables correctly and clear tables efficiently and quickly.

PHYSICAL JOB KNOWLEDGE AND REQUIREMENTS:

- Continuous (*Over 70% of Shift*)
 - Communicate/Speaking
 - Follow Written and Oral Directions
 - Write Legibly and Document Accurately
 - Capable of Carrying Out Repetitive Tasks on a Reoccurring Basis
 - Capable of Working with Numerous interruptions
 - Walk/Stand
 - Bend or Stoop
 - Full Use of Two Hands
 - Repetitive Movement
 - Distinguish Colors
 - Clear Close Vision (under 20')
 - Clear Distance Vision (20'+)
 - Sniffing/Tasting
 - Exposed to Detergents/Soaps
 - Exposed to Frequent Hand Washing

- Frequent (*45% to 70% of Shift*)
 - Lift or carry less than 5 pounds
 - Lift or carry 5 to 25 pounds
 - Hearing Normal Conversation
 - Wear Non-Latex or Plastic Gloves
 - Follow Written and Oral Directions
 - Write Legibly and Document Accurately

- Occasional (*15% to 44% of Shift*)
 - Capable of Carrying Out Repetitive Tasks on a Reoccurring Basis

 - Capable of Working with Numerous Interruptions

 - Push or Pull Less than 5 pounds

 - Push or Pull 5 to 25 pounds
 - Work in Heat over F 80 degrees
 - Work Alone
 - Work with Moderate Detail
 - Work with High Detail
 - Work with Few Deadlines
 - Work with Frequent Deadlines
 - Inability to Leave Workstation ● Telephone

- Intermittent (*Less Than 15% of Shift*)
 - Kneel or Squat
 - Work with Arms Above Shoulders ● Work in Cold under F 32 degrees
 - Work in Cold F 32 to F 60 degrees
 - Wear Eye Protection
 - Exposed to Grease/Grime
 - Exposed to Confined Spaces
 - Exposed to Wet/Slippery Conditions
 - Exposed to Biohazards/Diseases
 - Exposed to Caustic Material
 - Exposed to Toxic Waste
 - Exposed to Annoying Odor
 - Exposed to Contagious or Infectious Disorders
 - Exposed to Trauma
 - Exposed to Injury by Assault ● Exposed to Deadly Assault
 - Exposed to Angry Public
 - Exposed to Offensive Language
 - Exposed to Threats
 - Exposed to Violence