

Dietary Aide Job Description

- Provides two (2) hours of direct patient care and two (2) hours of indirect patient care per eight-hour shift
- Initiates meal trays by arranging, rearranging, and clearing all food service equipment, in accordance with operative policies and procedures; ensuring all items are properly stocked, replenished and in good repair
- Prepares menu items according to laws, regulations, and policies of the State; prepares all menu items according to established portion size or requirements; weighs and measures ingredients during preparation
- Prepares beverages, such as coffee, tea, or other appropriate beverage requests according to operational policy; cleans cups and utensils following preparation procedures
- Observes patient's food service tray in accordance with policy and procedures; records specific observations on tray observation record; notifies supervisor of any food item that is not appealing or uneatable
- Prepares "to go" trays for patients who do not have an appetite, are restless or cannot tolerate food due to medical reasons; arranges the foods according to the patient's specified choices; notifies supervisor if tray has been rejected
- Prepares meals of special diets for patients based on diet orders as prescribed by a physician, registered dietitian or dietetic technician from the Illinois Department of Human Services (IDHS)
- Prepares special diets as prescribed by a physician, registered dietitian or dietetic technician from the IDHS
- Reports all lost or stolen items to the supervisor
- Assists in the operation of all kitchen equipment, including, but not limited to cooking equipment, dish machine, prep machines, dispensing machines, and table mixers.