

## LOWER UMPQUA HOSPITAL JOB POSTING

<b>Position</b>	<b>DIETARY AID/TRAY</b>
<b>Department</b>	Nutritional Services
<b>Status</b>	On-Call
<b>Post Date</b>	February 5, 2018
<b>Date Available</b>	February 5, 2018
<b>Close Date</b>	

**Position Summary:** Act in the role of Dietary Aide in the Dietary Department. This ensures that proper diet orders are received and followed. Must be an essential member of a team.

**Qualifications:** Ability to follow accurately and completely standardized recipes, production sheets, rotational menu plans, and other written guidelines. Must have organizational skills for timely completion of all meal preparation tasks. Knowledge of current sanitation rules and regulation, therapeutic diet, and geriatric nutritional needs. Must be able to work independently and be self-directing.

**Essential Job Functions:**

- Set up trays for each meal per diet order. Update tray cards per revised diet order.
- Provide assistance in cart set-up. Responsible for matching each person's plate with individual tray.
- Prepare a variety of non-cooked food items for snacks and nourishment utilizing recipes and methods of preparation.
- Prepare all cold-food items and beverages and wash all produce for meals.
- Prepare all new patient fruit trays.
- Determine the amount of each item listed on the Dietary Aide's production sheet that needs to be prepared; control serving portions.
- Organize preparation schedule to facilitate completion of all menu items within appropriate time frame, prevent extended holding time, and provide for temperature at time of serving.
- Maintain high standards of quality food production that conserve nutritive value of foods and provide for optimal flavor.
- Prepare items per supervisor request for special luncheons, dinners, etc.
- Participate in staff meetings, dietary inservice programs, and mandatory inservice presentations.
- Daily operations are coordinated through a daily production sheet that the Director provides for each of the two Dietary Aides positions. Department policies and procedures outline the specific guidelines for completion of these duties and are the basis for performance evaluation.
- Supplies in cabinets at all times and inventory completely each week.
- Must be helpful and friendly to new staff, helping integrate into the team process.
- Must maintain essential teamwork and hospitality skills.

<b>Contact</b>	Human Resources	<b>Phone Number</b>	(541) 271-2171
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