
MEMORIAL HOSPITAL OF LAFAYETTE COUNTY
800 Clay Street – Darlington, WI 53530

JOB TITLE: Dietary Assistant
Reports to: Dietary Manager
Supervisory Responsibilities: None

Position Qualifications:

- Minimum of High School Diploma or equivalent.
- Serve Safe Certification (or equivalent) and/or maintain certificate within 6 months of employment.
- Minimum of 1 year of experience in food preparation.
- Fluently read, write and speak English and follow verbal and written job duties and schedules.
- Understand units of measurement conversions used in food preparation and perform basic math equations.
- Competently follow orders as well as proceed with routine work without direct supervision.
- Ability to be flexible in shifts worked or assigned – including weekends and holidays.
- Ability to follow and knowledge of Safety Sanitation practices.
- Ability to follow and knowledge of Infection Control Practices.

Responsibilities:

The primary purpose of this job position is to serve food and beverages, in a courteous, friendly, sanitary manner, wash dishes and clean as instructed; and help to maintain the smooth operation of the kitchen in accordance with current applicable federal, state, and facility, regulations, codes and policies and as may be directed by the Dietary Manager.

- Ability to store, prepare, distribute, and serve food under sanitary conditions to properly prevent food borne illnesses.
- Ability to perform general department cleaning to include small pans, wares, and equipment; when time allows, without prompting of supervisor.
- Ability to stock supply, pantry, cooler, and freezer areas with appropriate grocery items.
- Ability to know and follow dietary cleaning schedule.
- Ability to perform all duties according to federal and state regulations, as well as the County Personnel Handbook, facility policies and procedures, and directives of the Dietary Manager.
- Ability to know and observe infection control procedures related to the Dietary Department.
- Ability to work scheduled shifts while consistently demonstrating dependability and punctuality, following facility policies and procedures.
- Ability to accept assigned duties in a cooperative manner.

- Ability to follow assigned job duties, adhering to scheduled time frames.
- Ability to work cooperatively with food service staff, other departments, patients and visitors.
- Ability to attend mandatory meetings and training opportunities as requested.
- Ability to keep floors dry. Clean up all spills immediately and put up wet floor sign when mopping.
- Knowledge of where hazardous Material Safety Data Sheets are kept, and know how to use them in case of emergency.
- Ability to follow established safety precaution in the performance of all duties.
- Ability to store chemicals and supplies in designated areas, according to federal, state, county, and facility policies.
- Ability to withstand heat while working around stoves and ovens, as well as changes in temperatures while going in and out of refrigeration and freezers.
- Ability to manage possible hazards associated with your duties such as cuts, burns, falls, loud noise levels, and potentially hazardous chemicals appropriately according to federal, state, county and facility regulations and policies.
- Ability to stand the entire shift.
- Ability to coordinate hand/eye tasks, such as in operation of all commercial kitchen equipment, and to manipulate carts through doorways and tightly spaced areas.
- Ability to read, understand, and correctly implement menus, recipes, and directives.
- Ability to hear normal sounds with some background noise, in order to receive verbal instruction, hear alarms and buzzers, and discriminate normal sounds of machinery/equipment when in operation.

Typical Physical Demands:

- Full range of body motion and dexterity to allow for the significant handling, transferring, pushing/ Pulling, and lifting of materials and equipment.
- Ability to lift, carry, push or pull up to 50 pounds and occasionally lift, carry, push or pull over 50 pounds.
- Independent mobility.
- Ability to sit or stand for extended periods of time.
- Hand-Eye Coordination, finger dexterity, odor, color, and texture perception and discrimination, functional visual ability and depth perception, functional sound perception and discrimination, and functional verbal speech ability.
- Frequent bending, twisting, balancing, and reaching at or above and below shoulder level, as well as occasional kneeling and climbing.
- Ability to wear gloves and other protective equipment and know the appropriate time they should be worn.
- Ability to flex schedule to work irregular hours as assigned.

Working Conditions:

- Exposure to disagreeable odors, communicable diseases, and bodily fluids.
- Exposure to chemical compounds of medications and treatments.
- Exposure to chemicals such as disinfectants, cleaners, soaps, and other agents.
- Exposure to latex, plastic, and other materials used for personal protective equipment.
- Exposure to noise and distractions.
- Exposure to unpredictable behaviors.

Employee Responsibility in an Emergency:

As an employee of Memorial Hospital of Lafayette County, you are expected to respond to emergencies involving the safety of patients, other employees, visitors and the facility. This includes the ability to assist with a possible evacuation of facility if that has been deemed necessary.

Management Statement:

This job description is not intended to be all inclusive. The employee will also perform other reasonable job related duties as assigned by the supervisor and/or other management personnel. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

I have read the above job description and fully understand the requirements set forth. I know of no limitations which would prevent me from performing these functions with or without accommodation.

Employee Signature

Date

Supervisory Signature

Date

Dated: 2.21.2020