

IRPT Dietary Aide

Allegan County

JOB DESCRIPTION

REPORTS TO: FOOD SERVICE SUPERVISOR

SUPERVISES: N/A

STATUS: IRREGULAR PART TIME

COMPENSATION: A11 - First Step

POSITION SUMMARY

Prepares and serves nourishing well balanced meals to meet the nutritional needs of residents. While maintaining meal records and training others assigned to kitchen responsibilities.

COMPETENCIES

Listed under competencies are the essential functions of the position. *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

TECHNICAL COMPETENCIES

1. Coordinates with supervisor the preparation of meals for the 24/7 residential facility.
2. Serves meals to residents and staff in accordance with court security policies and procedures.
3. Cleans kitchen area, and utensils used in preparation of meals.
4. Assist in training residents and staff assigned to work in the kitchen.
5. Assist in maintaining food inventory, record keeping, and ordering food.
6. Performs duties for food service supervisor as required in her absence.

CORE COMPETENCIES

1. Analysis and Problem Solving: Makes sound, well-informed, and objective decisions. Identifies problems, determines the accuracy and relevance of information, and uses sound judgment to generate and evaluate alternatives, perceiving the impact and implications of decisions.
2. Attention to Detail: Performs work in a thorough and conscientious manner while attending to details.
3. Customer Service: Works with all stakeholders to assess their needs, provide information or assistance in a quality and timely manner.
4. Adaptability: Adapts to change in the work environment manages competing demands and is able to deal with frequent change delays or unexpected events.

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5. Organizations Values: Respect, integrity, commitment and honesty.
6. IT Application: Proficient in the use of job-relevant information systems and/or software applications such as word processing, spreadsheets, automated research tools, database applications, and internet.
7. Oral Communication: Expresses information to individuals or groups effectively, taking into account the audience and nature of information. Makes clear and convincing oral presentations. Listens to others, attends to nonverbal cues, and responds appropriately.
8. Planning/Time Management: Organize work, sets priorities, and determines resource requirements. Determines short-term and long-term goals and strategies to achieve them.
9. Teamwork: Encourages and facilitates cooperation, pride, trust, and group identity.
10. Written Communication: Recognizes or uses correct English grammar, punctuation, and spelling. Communicates information in a succinct and organized manner. Produce written information, which may include technical material that is appropriate for the intended audience.

This list may not be inclusive, of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS

Education: Possession of High School Diploma or equivalent required. Health and nutrition coursework is desirable.

Experience: One year of experience food service aid and food safety and handling. Possession of a valid Michigan driver's license.

Physical Requirements:

- Ability to communicate
- Must have the ability to maneuver in small standard kitchen area; prep and serve food and use kitchen appliances and utensils.

Working Conditions:

- Works in kitchen environment.
- Frequently exposed to fumes or airborne particles, moving mechanical parts and vibration.
- Occasionally exposed to a variety of conditions at cooking/kitchen sites.
- The noise level can be loud.