



Position Announcement

TITLE: DIET AIDE – FULL-TIME

DATE: August 2, 2017

LOCATION: Sequoias Portola Valley, 501 Portola Road, Portola Valley, CA 94028

FLSA: Non-Exempt

SUMMARY: Performs a variety of clerical and manual duties related to food service operations in the Food Services Department Diet Office.

ESSENTIAL FUNCTIONS:

- Disburses select menus for future meal requests; aids residents in filling out menus; collects the select menus after they have been filled out; corrects menus for completeness and accuracy, according to diet orders and residents likes/ dislikes.
- Fills out menus for those residents who are unable, using the patient profile cards.
- Responsible for ensuring a complete and accurate tallying of select menus and completing with accuracy kitchen production sheets.
- Responsible for new admission nutritional screening, patient profile card information and interview, and related documentation in accordance with OBRA and Title 22 for SNF.
- As requested by independent residents, review dietary needs and offers appropriate suggestions to improve the quality of the resident's diet.
- Provides information and counseling on nutrition to residents. Oversees the SNF and Assisted Living nourishment orders distribution in accordance with OBRA and Title 22 and department guidelines.
- Checks cold food temperatures before trayline begins.
- Supervises and participates in assembly of trays for trayline service ensuring trays are complete and garnished properly. Ensures smooth operation of trayline during food service time.
- Conducts meal rounds during meal times in the SNF and Assisted Living to observe acceptance and appropriateness of diet orders. Relates any necessary information to Director of Nursing Services, food Service Director, Diet Technician, and Registered Dietitian.
- Performs a variety of clerical duties including answering incoming calls, taking and relaying messages, answering questions, documenting menu information and maintaining records of special dietary needs of residents.
- Act as a Food Services Department liaison with the Health Services Department.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Working knowledge of basic nutrition, special diets and terminology. Ability to evaluate food by taste, smell, touch and sight. Organizational skills to plan own workload and determine priorities. Tact and courtesy in dealing with residents under sometimes trying conditions. Patience and understanding of the aged. Ability to follow written and verbal instructions. Ability to organize work under pressure. Ability to function independently with flexibility to adjust workload as needed. Good written and verbal English communication skills. Numerical and mathematical skills necessary to calculate tallies and production sheets. Physical skills and ability to perform work that requires continual standing, walking, stooping, bending and lifting up to 25 pounds.

QUALIFICATIONS:

High school graduation or equivalent. Some experience in a similar position/food service preferred.

SUPERVISORY RESPONSIBILITY:

None. May provide guidance to other food service helpers and workers involved in related operations.

APPLY TO: Food Service Director or HR Manager by clicking [here](#).