

<b>Job Description</b>			
<b>Job Title:</b>	Dining Services Aide	<b>Building:</b>	BWHCC & BWA
<b>Reports to:</b>	Dining Services Director	<b>Supervises:</b>	
<b>Level:</b>	1	<b>Classification:</b>	Non-exempt
<b>Status:</b>	Full-time/Part-time	<b>Date Revised:</b>	June 2005

**Job Summary:**

Assist in the preparation, distribution and supply of food and dishes.

**Qualifications:**

Knowledge of or ability to learn position procedures, techniques and equipment.

**Essential Job Functions:**

1. Follows oral and written directions.
2. Sets up trays and tables, serve trays, bus trays and dining room, pour and cover beverages, and assist in preparing and covering food.
3. Works independently, but is also willing to work as a team.
4. Transports carts to appropriate areas.
5. Assists in the proper care and use of kitchen equipment.
6. Delivers nourishments and snacks appropriately.
7. Attends in-service training programs to maintain position competency.
8. Maintains steady work pace to produce an adequate supply of clean kitchen utensils and dishes.
9. Scrapes soiled dishes.
10. Places dishes into and supervises travel of dishes through dish machine.
11. Operates an automated dish washing solution dispensing machine.
12. Sorts clean dishes and transports dishes to storage area.
13. Cleans work area and equipment.
14. Maintains acceptable attendance levels. Comes to work as scheduled and consistently demonstrate dependability and punctuality.
15. Performs in: an inside environment, variable temperatures, adequate lighting, possible exposure to infectious diseases, blood borne pathogens and unpleasant sights and smells.
16. Hears, speaks, feels and communicates to perform essential job functions.
17. Positions, transfers, assists & lifts to perform essential job functions.
18. Adapts to emergency situations.
19. Uses good communication to interact with residents, staff and departments to promote resident well-being and motivate others.
20. Maintains a safe and sanitary environment.
21. Abides by the facility's policies, procedures and practices.
22. Maintains acceptable attendance levels.
23. Performs job in safe manner according to established safety procedures and encourages and supports others in the safe performance of job duties.
24. Participates in and supports Quality efforts throughout the facility.
25. Performs other duties as directed.