



**Title:** Dietary Aide (Per Diem)

**Position Summary:**

The Diet Aide performs patient care nutritional activities. These include menus for all meals changes, enter pertinent data into the computer, prints enteral work sheets, completes pantry sheets, maintains printed copies of daily census as to quantities and types of diets, maintains totals of meal counts, prints tally for hot and cold production as needed, receives messages from Nursing and Dietitians and informs appropriate clinical staff member or supervisor of patients' requests and needs.

This position participates in quality management activities as assigned, modifies patient's menus according to diet order, food preference, ethnic and spiritual, maintains accurate records via the computer system, employee/staff training and supports the highest possible patient satisfaction levels.

**Responsibilities:**

- Actively pursues continuing education and personal development programs to maintain and expand knowledge base.
- Promotes Hospital Food and Nutrition Service policies and procedures.
- Strives to resolve successfully, problems in patient care according to goals and mission of the hospital.
- Effectively communicates with all Managers, Supervisors, Dietitian and Nursing.
- Conducts meal rounds and Patient Satisfaction surveys to determine the adequacy and acceptability of meals.
- Enters patients' diets, likes, dislikes and allergies in the Geri Menu System.
- Compiles data for established quality management monitors.
- Follows departmental Standards of Care.
- Maintains accurate record keeping.
- Performs other duties as assigned.

**Education:**

- High School Diploma or GED.

**Experience:**

- No prior experience needed, but preferred.

**Knowledge and Skills:**

- Computer Literate

**License, Certifications:**

- 90-120 Hour Dietary Managers Certification

**Physical Requirements:**

- Position requires prolonged periods of standing, walking, and use/viewing of a computer screen throughout the day.
- Position will be required to stoop, bend, lift, and carry items weighing up to 25 pounds.