JOB DESCRIPTION

Southern Illinois Living Centers, Inc.

DBA: Clinton Manner Living Center, Inc.

Encourage – Enhance – Empower

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| **Position Description:** | **Dietary Team Member** |
| **Responsible to:** | **Each individual and their family/guardians receiving supports or services** |
| **Accountable to:** | **Dietary Manager, Nursing**  |
| **Revised:** | **November 2015** |
| **Status** | **Non-exempt** |

Please note that for the purposes of this job description and throughout employment:

“CMLC” means Southern Illinois Living Centers, Inc. dba: Clinton Manor Living Centers, Inc.

“Individual” is a person who is receiving supports or services from CMLC.

**Job Summary**: The primary purpose of your job position as a team member of the dietary department is to provide assistance in all dietary functions as directed/instructed and in accordance with established dietary policies and procedures to ensure individuals receive the highest quality dietary experience that meets their needs and abilities, CMLC policies and procedures, and IDPH regulations.

**Essential Responsibilities**

Listed below is an outline of the major duties and responsibilities that you will be required to perform:

**Dietary Service**

1. Serve meals that are palatable and appetizing in appearance.
2. Serve meals as necessary and on a timely basis following established schedules.
3. Assist in the preparation of food following safety and infection control policies and procedures.
4. Prepare and deliver steam table, food carts, food trays, etc. to designated family dining areas.
5. Clean work tables, refrigerators, freezers, etc. as scheduled and when needed.
6. Sweep and mop floors as directed in the kitchen and dining areas.
7. Collect and carry soiled utensils, trays, plates, etc. to wash area.
8. Return clean utensils, trays, plates, pots, pans, etc. to proper storage areas.
9. Wash and clean dishes, trays, utensil, pots, pans, etc. following CMLC procedures and IDPH regulations.
10. Collect and remove garbage as needed.
11. Ensure that food and supplies for the next meal are readily available.
12. Assist in inventorying and storing in-coming food, supplies, etc. as necessary.

**Safety and Sanitation**

1. Sanitize dishes, trays, utensil, pots, pans, etc. following CMLC procedures and IDPH regulations.
2. Maintain clean work environment by keeping areas of work clean, dry, and free of hazards.
3. Follow safety regulations and precautions at all times.
4. Follow established Infection Control and Universal Precautions when performing daily tasks.
5. Report all hazardous conditions/equipment to your supervisor immediately.
6. Report all accidents,/incidents to your supervisor on the shift in which they occur.
7. Assist in maintaining food storage areas in a clean and properly arranged manner at all times.
8. Dispose of food and waste in accordance with policies, procedures, and IDPH regulations.
9. Wear protective clothing and equipment as necessary in accordance with IDPH regulations and CMLC policies and procedures.
10. Report missing/illegible labels or MSDS’s to your supervisor immediately.

**Person Centered Care**

1. Uphold and act according to individuals’ rights as outlined by company policy.
2. Encourages individuals to live as they choose with integrity, dignity and quality of life.
3. Enhances opportunities for individuals to develop and maintain their personal connections.
4. Empowers individuals to make their own decisions while providing guidance as needed and/or requested.

**General**

1. Focus on placing individual needs/wishes first at all times.
2. Serve on, participate in, and attend relevant committee meetings at the facility.
3. May be called upon to attend and assist with special individual activities.
4. Reports any suspicions of abuse and/or neglect IMMEDIATELY to the Administrator or Designee.
5. Understand and promote Pioneer Principles to assure individual directed care.
6. Understand and promote individual rights practices.
7. Maintains HIPPA protected information and privacy at all times – see HIPPA policy.
8. Any related duties that may become necessary or as directed by the supervisor.
9. Be dependable and punctual.
10. Any other duties assigned by the supervisor.

**Non Essential Job Duties:**

1. Greet visitors as they enter the facility.
2. Serve on various committees, associations, and community boards to promote the work of CMLC.
3. Assist in the general operations of the facility with regards to organization of work areas, etc.

**Education & Skills:**

Must be a minimum of 16 years of age, unless approved by the administrator. Must be licensed in accordance with current applicable standards, codes, labor laws, etc., Must be able to participate in continuing education to keep up-to-date in your field. Must be able to read, write and speak the English language. Able to possess the ability to make independent decisions when circumstances warrant such actions. Must be able to possess the ability to deal tactfully with personnel, individuals, family members, visitors, and the general public. Must be knowledgeable of housekeeping practice, procedures and guidelines established by this facility. Ability to minimize waste of suppliers, misuse of equipment, etc. Must be able to possess the ability to seek out new methods of principles and be willing to incorporate them into existing practices. Must be able to follow written and oral instructions concerning mixture of cleaning compounds, liquids, cleaning instructions, etc., as directed.

**Safety:**

1. Report all incidents/accidents immediately, to include filling out the proper forms. Also report all unsafe/hazardous conditions/equipment immediately to your supervisor.
2. Follow established safety policies and procedures.
3. Must be trained to use labels and SDSs to recognize hazards and to follow appropriate protective measures.
4. Follow established hand washing procedures.
5. Participate in appropriate in-service training programs prior to performing tasks that involve potential exposure to blood, body fluids, or hazardous chemicals.
6. Report occupational exposure to blood, body fluids, infectious materials, and hazardous chemicals in accordance with the facility’s established policies and procedures governing accidents and incidents. *(see SDS manual on these prevention programs.)*
7. Promote safe practices at all times.
8. Be sure that “caution/safety” signs are properly setup prior to mopping, cleaning, etc.
9. Keep work/assignment areas free of hazardous objects, such as protruding mop/broom handles, etc., and assure that all cleaning supplies, equipment, etc., are properly stored at the end of your shift/work day.
10. Assure that the facility is maintained in a clean, safe, and orderly manner for individual comfort and convenience.

**Physical/Mental Demands:**

1. Must be able to move intermittently throughout the day.
2. Must be able to cope with the mental and emotional stress of the position.
3. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately, so that the requirements of this position can be fully met.
4. Must function independently, have personal integrity, have flexibility, and the ability to work effectively with support personnel and agencies.
5. Must be able to lift, push/pull 50 pounds, and meet the physical demands of this position.
6. Works in all areas of the facility.
7. Subject to frequent interruptions.
8. Willingness to work beyond normal working hours within our 24/7 operating schedule. i.e.: extended shift hours, varying days of the week, weekends, holidays, and in other positions temporarily, when necessary.
9. May be exposed to infectious diseases, substances, etc.
10. Will be frequently exposed to fumes or airborne particles, moving mechanical parts and vibrations and occasionally exposed to outside weather conditions.
11. Communicate with personnel in all departments and work as a team.
12. Is subject to call-back during emergency conditions i.e. severe weather, evacuation, post-disaster, etc.
13. May be subject to hostile and emotionally upset individuals, family members, etc.

Every effort has been made to identify the essential functions of this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

# ACKNOWLEDGEMENT

I have read and understand the duties and responsibilities outlined in the above Job Description. I agree to abide by CMLC’s policies regarding job performance and conduct not written in this job description. I understand that my signature on this job description does not imply or constitute a contract between CMLC and myself nor does it imply a promise of employment.

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Date Signature – (employee)