

Black River Memorial Hospital
JOB DESCRIPTION/PERFORMANCE APPRAISAL

Job Title: Nutrition Services Assistant	Employee Name:
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Created on: 11/01/94	Department: Nutrition Services	Pay Type: Non-Exempt
Reports To: Nutrition Services Director	Reviewed on: 02/27/17	Revised: 08/01/96, 01/07/00, 08/22/00, 10/12/00, 01/01/01, 12/01/03, 09/15/04, 09/12/06, 09/01/09, 09/03/10, 06/10/13, 12/26/13, 09/15/14. 06/01/16

POSITION SUMMARY:			
Assists in preparation, cooking and serving of food by performing the following duties.			
I. Essential Duties and Responsibilities	E	S	U
1. Assists in preparing and portioning food for patients using room service or scheduled meals, contracted food services, employees and hospital special functions following established policies and procedures.			
2. Assists with assembling meals for patients using room service or scheduled meals, contracted services meals, employee meals and special requests.			
3. Accurately and appropriately transports scheduled patient meal cart to patient floor and delivers patient's room service trays or late trays directly to the patient's room. Collects soiled trays from patient rooms and document amount of food consumed by patient.			
4. Accurately washes dishes, pots and pans and food carriers.			
5. Prepares cold food items for the food vending machine and cafeteria and replenishes supplies as needed.			
6. Performs various cleaning duties per department protocol. Keeps work area clean and in sanitary condition at all times.			
7. Successfully performs other positions within the department as needed.			
8. Follows safe food handling practices.			
9. Documents all information required to meet regulatory guidelines.			
10. Assists the Nutrition Services Director in the development and implementation of departmental policies and procedures.			
11. Follows the hospital's attendance policy.			
Additional Duties			
12. Performs other duties as assigned or as opportunities arise.			

Educational Qualifications:

- High School diploma or general education degree (GED) preferred, (or currently enrolled in high school if under 18).
- Basic reading and comprehension skills required.
- Minimum of 16 years of age if currently enrolled in school.

Work Relationship:

- Reports directly to the Nutrition Services Director.
- Works closely with all nutrition services employees.
- Regular contact with patients, visitors and all hospital employees.

Working Conditions:

- Work is performed largely in a pleasant hospital environment with minimal chance for personal injury.
- Occasionally works near moving mechanical parts.
- Occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, extreme cold, extreme heat and electrical shock.
- Occasionally exposed to hazardous material such as needle punctures and exposure to blood and body fluids. The noise level in the work environment is usually moderate.

Physical Requirements:

- Frequently required to stand, walk, stoop, kneel or crouch.
- Occasionally required to sit or climb.
- Required to use hands to handle or feel objects, tools or controls.
- Frequently required to lift and/or move up to 35 pounds.
- Occasionally required to lift and/or move over 35 pounds of supplies and equipment with assistance.
- Requires specific vision abilities for far vision, near vision, depth perception, colors, accommodation and peripheral vision.
- Vision correctable to 20/40.

Acknowledgement:

This job description/evaluation describes the general nature and level of work performed by an employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the department director or administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with disabilities.

Employee Signature

Date