



## **JOB DESCRIPTION**

**Job Title:** Dietary Assistant I

**FLSA Status:** Non-Exempt Hourly

### ***MISSION STATEMENT***

*As partners in ministry, we commit to further  
the mission of the Sisters of the Holy Cross.  
We strive for excellence in all we do  
while using our resources wisely.  
We are called to live and minister in right  
relationships as we witness to gospel values  
and build just and caring communities.*

### ***CORE VALUES***

**Respect:**

Recognizes the dignity, value and uniqueness  
of each person as created and loved by God.

**Hospitality:**

Welcomes strangers, guests and partners in  
ministry with kindness and consideration.

**Compassion:**

Compels us to stand with and embrace others  
in their suffering, that together we may  
experience God's liberating and healing presence.

**Service:**

Works with and for others by sharing our gifts and  
talents to accomplish the mission.

**Main Function:**

Participates with others in the serving of food and beverages, and the cleaning and sanitation of facilities, equipment, dishes and utensils designed to meet the food service needs of the organization.

### **ESSENTIAL FUNCTIONS**

1. Under supervision, assure that all areas of dietary responsibilities are met in a timely and sanitary manner.
2. Washes dishes, pots, etc., adhering to established procedures.
3. Assure that all necessary dietary equipment, utensils and food contact surfaces are clean, sanitized, and ready for use.
4. Assists in assembling and delivering meal trays according to requirements.
5. Restocks serving areas with clean dishes, utensils, etc.
6. Follows food safety and sanitation guidelines consistently.
7. Sweeps, mops, and maintains floors as assigned. Removes trash to designated area.

8. Washes walls, storage shelves, racks, and carts as assigned and according to established procedures.
9. Follows instructions and safety rules when working with cleaning products.
10. Duties require lifting up to 50 pounds.
  - Maintains safe techniques at all times.
11. Maintains attendance and observes working hours, starting time, lunch period, breaks, quitting time, etc.
12. Complies with work rules, regulations, and instructions, follows established systems and procedures, completes assignments with minimal supervision.

## **MINIMUM QUALIFICATIONS**

### **Education**

High school diploma preferred.

### **Experience**

One (1) year of relevant experience in an institutional setting preferred.

### **Responsibility**

Must be able to follow policies and procedures relating to food service, especially in the area of sanitation. Adverse decisions may impact quality and timeliness of meals. Requires the ability to properly follow written instructions.

### **Problem-Solving**

Routine, repetitive work under close supervision. Problems require solutions based on choice of proper procedure to follow.

### **Personal Interaction**

Normal internal communications with Nutrition Services staff and residents. Little or no external communications is required.

### **Work Environment**

Pleasant work environment, however, subject to wet and noisy conditions.

### **Equipment Utilization**

Requires operating knowledge of food service equipment such as: toaster, coffee maker, dishwasher, etc.

### **Hazards or Fatigue**

Ordinary care and caution must be exercised while performing work activities. Duties require lifting up to 50 pounds.

### **Planning and Organizing**

Works on a daily and weekly schedule under supervision.

### **Directing and Instructing**

Not required.

### **Budgeting**

Not required.

### **Scope of Supervision**

Not required.

### **Other Acknowledgements:**

Sisters of the Holy Cross, Inc., is an equal opportunity employer. In order to protect the right to equal employment opportunity, this organization does not discriminate against individuals on the basis of race, color, age, sex, national origin, creed, or qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.