



JOB DESCRIPTION

Job Title: Dietary Assistant II

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 preparation and serving of food and beverages, assists with stocking food items and supplies in work areas, and follows sanitary guidelines at all times.

ESSENTIAL FUNCTIONS

1. Completes the processing of produce, the preparation of salads, the assembly of meal trays, table service in the dining room, and the processing of menus.
2. Under supervision, assures that all areas of dietary responsibilities are met in a timely and sanitary manner.
3. Assures that all necessary dietary equipment, utensils and food contact surfaces are clean, sanitized, and ready for use.
4. Prepare foods and beverages according to menus/production sheets.
5. Ensures that prepared, served items are attractive and correctly portioned.
6. Keep work areas well stocked with food items and supplies as specified.
7. Arranges and restocks serving areas (food, beverages, salads, clean dishes and utensils).

8. Follows food safety and sanitation guidelines consistently.
9. Sweep and maintain floors as assigned.
10. Assembly and delivery of catering orders.
11. Documents required temperatures (foods, equipment, etc.) and alerts manager to irregularities.
12. Follows instructions and safety rules when working with cleaning products.
13. Duties require lifting up to 50 pounds.
 - Maintains safe techniques at all times.
14. Maintains attendance and observes working hours, starting time, lunch period, breaks, quitting time, etc.
15. 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, timeliness of meals and services. Requires the ability to properly follow written instructions in all areas of responsibility.

Problem-Solving

Problems require solutions based on knowledge and good judgment.

Personal Interaction

Internal communications with Nutrition Services staff and residents. Additional interactions with guests of the sisters and volunteers.

Work Environment

Pleasant work environment.

Equipment Utilization

Requires operating knowledge of food service equipment such as: oven, blender, food processor, toaster, coffee maker, 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.