

Christian Health Care Center

Mission: "Providing skilled health care services with compassion and love in Christ's name."

JOB DESCRIPTION

JOB TITLE: Dining Room Assistant
STATUS: Non-exempt, Hourly
DEPARTMENT: Dietary
REPORTS TO: Dietary Manager

JOB SUMMARY: A non-nursing staff member who has received basic training in feeding techniques and working with the elderly, so that they may feed those residents in long term care facilities who do not have complicated feeding problems which require a trained nurse.

ESSENTIAL JOB FUNCTIONS:

1. Works alongside employees to promote a team effort and maintain the highest quality resident service.
2. Good attendance is an essential requirement of this position.
3. Transport residents to the Dining Room for meals.
4. Prepare the residents for the meal.
5. Prepare the food, such as cutting meat, so that the resident may self-feed.
6. Serve the drinks and food and assist as needed.
7. Provide encouragement and conversation to the resident during the meal.
8. Take residents back to their room or to another area in the facility.
9. Record food and fluid intake according to facility policy.

WORKING CONDITIONS AND EQUIPMENT USED:

Work is performed in a long-term care facility environment with resident and public contact and frequent interruptions. Incumbents must be able to effectively utilize eating and drinking equipment and wheelchairs.

QUALIFICATIONS:

Education, License, and Experience

1. High school diploma/G.E.D. preferred.
2. Must be able to obtain Dining Room Assistant Certificate
3. Experience working in long-term care preferred.

Knowledge, Skills, and Abilities

1. Excellent communication skills – ability to verbally communicate in a pleasant, professional manner.
2. Detail-oriented with excellent organizational skills.

3. Ability to be self-directed and work independently, but also function as a team member.
4. Desire and skill in working with the elderly population.

GENERAL PHYSICAL/MENTAL REQUIREMENTS:

Strength: Lifting and carrying general supplies ; typically weighing less than 20 pounds.
Pushing residents in wheelchairs; typically weighing less than 200 pounds.

Manual Dexterity: Ability to perform routine feeding tasks.

Mobility: Ability to move throughout the facility; ability to sit, walk and stand for long periods of time; stooping and bending as needed to retrieve and deliver various supplies.

Visual Discrimination: Focusing on forms, charts or records while performing routine functions.

Hearing: Ability to hear individuals speaking over the phone, intercom or in-person.

Speech: Ability to speak clearly and make self understood in a one-on-one situation, as well as a variety of formal and informal group settings.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.