

# 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 that 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. Communicates and works smoothly with residents, families, supervisors, and co-workers.
3. Good attendance is an essential requirement of this position.
4. Respects and abides by Resident Rights.
5. Maintains confidentiality in all things relating to residents.
6. Transports residents to the Dining Room for meals.
7. Prepares the residents for the meal.
8. Prepares the food, such as cutting meat, so that the resident may self-feed.
9. Serves the drinks and food and assist as needed.
10. Provides encouragement and conversation to the resident during the meal.
11. Takes residents back to their room or to another area in the facility.
12. Records 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. May be required to wear a respirator.

Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.

Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.

Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

## **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.*