

CLASS TITLE: COMMUNITY DIETARY AIDE

Class Code: 02154300

Pay Grade: 14A

EO Code: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To purchase, prepare and serve food to clients who are developmentally disabled in a Community-Based Special Care Facility. To maintain food preparation, storage and serving area in compliance with Health Department standards and I.C.F. regulations.

SUPERVISION RECEIVED: Works under the general supervision of a superior in charge of facility and of approved specialized professional staff. Work is subject to review in process and upon completion for conformance to established policies and procedures.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the order/purchasing/storage of food and other related supplies necessary to provide nutritionally correct individualized meals, per menus supplied.

To be responsible for the preparation of meals, adhering to approved recipe and time schedules.

To be responsible for the serving of meals adhering to individually prescribed meal plans.

To be responsible for the distribution of individually prescribed snacks and/or supplements.

To be responsible for maintaining a clean and sanitary environment in the kitchen, storage areas, and related areas from floor to ceiling inclusive.

To be responsible for maintaining storage, preparation and serving equipment and supplies in a clean and sanitary condition.

To be responsible for the transportation of clients as required.

To assist staff assigned to facility as required.

To do related duties as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices, and methods used in a community-based program of care, custody and development of the developmentally disabled; a working knowledge of food and beverage preparation; skill in the various branches of cookery involved in the preparation of meals in large quantities; the ability to establish and maintain effective working relationships with superiors, clients and their families, and members of the community; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment as a cook at the journeyman level engaged in the preparation of foods of all kinds in large quantities in a hospital, hotel or restaurant and employment in a rehabilitative service involving responsibility for assisting in the care, custody and guidance of individuals who are developmentally disabled.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be capable of performing, with or without reasonable accommodations, the essential duties as evidenced by a physician's certificate.

At the time of appointment must have completed an extensive in-service training as prescribed by agency. At time of appointment must have a driver's license to transport client(s) in vehicle(s) assigned.

Class Revised: July 24, 1994

Editorial Review: 3/15/03