



Job Description

Nutritional Services

Supervisor: Nutritional Services Coordinator

Job Qualifications: Must possess as a minimum, a high school diploma, one-year dietary experience in a hospital, skilled nursing care facility, or other related medical facility or quantity food production experience is preferred, but is not necessary. They shall be at least 18 years of age and exhibit the capacity to respond to the needs of the residents and manage the complexity of the CBRF.

Having previous experience working in a related skill and/or health care related field having direct contact with one or more of the client groups identified under s.[DHS 83.02 \(16\)](#) is beneficial.

Responsibilities: The main responsibility of your role is to provide assistance in all dietary functions in accordance with current applicable Federal, State, and local standards, guidelines and regulations, along with our established policies and procedures and as directed by the Nutritional Services Coordinator, to assure that quality food service is provided at all times.

Daily duties include but are not limited to:

- Reads menu to estimate food requirements.
- Prepares food items for general and special diets for in-house residents and, assuring quality appearance and taste.
- Modifies texture of foods using appropriate equipment to conform to doctor's orders.
- Measures and mixes ingredients according to recipe using a variety of kitchen utensils and equipment such as blenders, mixers, food processor, etc.
- Sets up and distributes nourishments to units.
- Prepares work station for tray service and serves appropriate portion sizes of cold foods.
- Handles food and operates equipment in accordance with sanitary practices and department policy.
- Receives food supplies from suppliers and puts them away in the appropriate storage area.
- Washes dishes using dish machine, and cleans work area, tables, and equipment in accordance with department policies and procedures.
- Maintains compliance with department policies, such as safety, sanitation, etc.
- Closes and locks kitchen on P.M. shift.
- Assists co-workers after own tasks are complete.
- Performs other duties as assigned.



Physical Demands: See attached job function profile.

Tasks performed requiring Personal Protective Equipment:

- When pouring chemicals into buckets and spray bottles.
- When using chemicals for cleaning where they could splash up into eyes or damage skin.

Equipment commonly utilized:

- Dish machine
- Blender
- Food processor
- Stove top
- Microwave
- Mixer
- Garbage disposal
- Refrigerators
- Freezers
- Ovens
- Can opener
- Steam table
- Other kitchen utensils

This job description is not intended to be all inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other manager.

Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

This offer is conditional upon the successful completion of criminal history record, evidence of eligibility to work in the United States, caregiver background checks, and meeting MCP's training program within 90 days of employment. This is considered your formal notice. At any time during employment, if any conditions change regarding criminal history background information – employer must be notified immediately.

Caring for residents with Dementia and Alzheimer's can be an extremely challenging and stressful occupation that subjects employees to associated behaviors. By signing this document, you acknowledge your understanding of the industry pressures and inherent stress associated with this position.



I have read the above job description and fully understand its contents. I hereby agree to accept the responsibility as outlined above.

Signature _____

Date _____

STRENGTH	N	S	O	F	C	Physical Demands
Push/pull light objects under 10 pounds					X	Frequency Code
Push/pull objects less than 20 pounds					X	
Push/pull more than 20 pounds					X	N = Never
Push/pull more than 50 pounds		X				S = Seldom/once or twice a week
Lift/carry light objects					X	O = Occasionally/at least once a day
Lift/carry objects less than 20 pounds					X	F = Frequently/several times a day
Lift/carry objects more than 20 pounds		X				C = Constantly/ongoing throughout the day
Lift/carry objects more than 50 pounds		X				
Lift/carry objects more than 100 pounds	X					
MOBILITY						
Walking					X	
Standing					X	
Squatting				X		
Sit for prolonged periods	X					Job Title: Nutritional
Stand for prolonged periods					X	Services
Remain in uncomfortable position for long periods such as bending over tables or beds			X			
Climb stairs	X					
Reach above shoulders				X		
Bend				X		
Kneel			X			
Drive	X					
ENVIRONMENTAL CONDITIONS						
Exposure to blood, body tissue or fluids	X					
Exposure to hazardous waste materials other than blood, body tissues or fluids		X				
Exposure to excessively high temperatures					X	
Exposure to excessively low temperatures	X					
Exposure to sudden fluctuations in temperatures	X					
Exposure to seasonal conditions in outside weather			X			
Exposure to grease or oil				X		
Exposure to toxins, cytotoxins, or poisonous substances			X			
Exposure to dust		X				
Exposure to other hazardous materials such as chemicals				X		



Exposure to bodily injuries				X	
Exposure to loud or unpleasant noises				X	
Exposure to high humidity or wetness			X		
Exposure to electrical hazards	X				
Exposure to burns				X	
Exposure to electro-magnetic radiation	X				
Exposure to mechanical hazards		X			