

Cedar Ridge Children's Home & School, Inc.
Job Description

Job Title: Dietary Assistant I

Department: Food Services

Supervised by: Food Services Supervisor

Status: Full-time, Non-exempt

SUMMARY:

The Dietary Assistant I is responsible for preparing and cooking meals according to menus prepared by the Food Service Supervisor, and assist with duties assigned to the kitchen personnel.

DUTIES AND RESPONSIBILITIES:

1. Prepare and cook meat, pastas and other menu items for Residential and the Cedar Ridge School as outlined on menus.
2. Clean and prepare fresh vegetables as outlined on menus, including baked and cooked items.
3. Dish out and pack carriers with food for serving food in the cottages, Summer Recreation or classrooms if needed. Plate food for any dining room shifts for the School.
4. Maintain freezer inventory including stocking deliveries.
5. Maintain temperature log for walk-in cooler and walk-in freezer.
6. Wash all utensils and cookware after each meal's preparation and prepare kitchen for next meal.
7. Do general cleaning of kitchen and dining room as needed and as assigned by Food Services Supervisor.
8. Prepare and clean dining rooms for students and staff lunches and also for general meetings.
9. Stock inventory as needed.
10. Empty garbage and trash at the end of each day.
11. When assigned, assist with providing catering, serving and clean up for Cedar Ridge-sponsored events.
12. Maintain ServSafe certification.
13. Perform other duties as assigned by the Food Service Supervisor.

JOB QUALIFICATIONS:

1. Must possess a High School education or equivalent with good reading, writing and comprehension skills.
2. Must have a minimum of one (1) year of experience, with two (2) years preferred.
3. Must demonstrate a working knowledge of most food service preparation, equipment and skills.
4. Must show the ability to work without close supervision and to deal with changes in menus.
5. Must be able and willing to work under the supervision of the Food Service Supervisor.
6. Must have the ability to prepare meals in large quantities, work as part of a total team, and to have fundamental warmth and love for youth.
7. Must have the ability to lift heavy weight (up to 20 lbs.) repeatedly during the day.

8. Must accept and affirm a Judeo-Christian world view in both personal and professional life. This affirmation includes agreement with the Cedar Ridge Statement of Faith, the personal practice of spiritual disciplines, and behaviors consistent with traditional moral values.
9. The Employee Handbook further states that employees who engage in open, notorious immorality, including, but not limited to, violence, dishonesty or slander, sexual activity outside of marriage, theft, or conduct illegal under applicable local, state or federal law are subject to discipline up to and including termination of employment.
10. Must pass a detailed background investigation (i.e., Police, FBI, Child Protective Services/former employer [school personnel only]). This includes:
 - a. Passing a health screening which may include drug testing.
 - b. Verification of business and personal references.
 - c. Verification of driver's license with a good driving record.

SIGNATURES BELOW SIGNIFY THE FOLLOWING:

1. This Job Description has been reviewed and agreed upon by the employee, _____, and the Supervisor, _____.
2. A copy of this Job Description has been received by the employee.
3. The employee recognizes and agrees with his/her responsibility to use the utmost discretion regarding the disclosure of any confidential agency or personnel information both within and outside of his/her department.

Employee

Supervisor

Date

Human Resource Staff

Revised: 1/2024