

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

JOB TITLE: Dietary Assistant
Department: Food Services
Supervised by: Food Service Director or Manager

SUMMARY: Responsible for preparing and cooking meals according to menus prepared by the Food Service Director, and assist with duties assigned to the kitchen personnel.

DUTIES AND RESPONSIBILITIES:

- 1) Clean and prepare fresh vegetables and fruit as outlined on menus, including baked and cooked items.
- 2) Dish up and pack carriers with food to be taken to cottages for serving or for dining room shifts at the School.
- 3) Wash all utensils and cookware after each meal's preparation and aright kitchen for next meal.
- 4) Do general cleaning of kitchen and dining room as needed and as assigned by Food Services Director or Manager.
- 5) Prepare and clean dining rooms for students and staff lunches and also for general meetings.
- 6) Distribute supplies as needed to cottages or classrooms.
- 7) Stock inventory as needed.
- 8) Help keep up-to-date inventory of all foods in the kitchen as required by State and Federal regulations and to take care of USDA Commodities.
- 9) Empty garbage and trash at the end of each day.
- 10)When assigned, provide catering, serving and clean up for Cedar Ridge-sponsored events, including the wilderness area (CRA).
- 11)Other duties as assigned.

EMPLOYMENT QUALIFICATIONS:

- 1) High School education or equivalent with good reading, writing and comprehension skills.
- 2) A minimum of 1 year experience; two years preferred.
- 3) Working knowledge of most food service preparation, equipment and skills.
- 4) Ability to work without close supervision and to deal with changes in menus.
- 5) Be able and willing to work under the supervision of the area Food Service Manager and Food Service Director
- 6) Ability to prepare meals in large quantities and to work as part of a total team, and to have a fundamental warmth and love for children.

Job Description
Food Services, Dietary Assistant

- 7) Ability to lift heavy weight (up to 60 lbs) repeatedly during the day.
- 8) Must accept and affirm a Judeo-Christian world view in both their personal and professional life. This affirmation includes agreement with the Cedar Ridge statement of faith and our Minimum Standards of Employment, the personal practice of spiritual disciplines, and behaviors consistent with traditional moral values.
 - a) The Cedar Ridge 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.
- 9) Must pass a detailed background investigation that includes:
 - a) Passing a health screening which may include drug testing.
 - b) Verification of Business and Personal References.
 - c) Verification of Driver license with a good driving record.
 - d) Police/FBI/Child Protective Services background investigations.

SIGNATURES BELOW SIGNIFY THE FOLLOWING:

- 1. This Job Description has been reviewed and agreed upon by both 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

Revised

Human Resource Staff