

Wernle Youth & Family Treatment Center

Job Description

Job Title: Dietary Associate
Company: Wernle Youth & Family Treatment Center
Department: Dietary
Reports to: Director of Operations and Education
Status: Full Time (Hourly, Non-Exempt)

Wernle is a non-profit residential treatment – behavioral health care agency committed to providing quality services to children and their families through caring programs and healing relationships, which are reflective of God's love in Jesus Christ.

Job Summary:

Participates in all aspects of the daily operation of dietary services in compliance with applicable rules and regulations, and Wernle policies and procedures.

Essential Duties and Responsibilities:

- Prepares meal items, both from scratch and assembly.
- Sets up the serving line.
- Serves meals to residents.
- Washes dishes, pots and pans.
- Cleans dining room, including sweeping and mopping floors.
- Cleans kitchen and stockroom.
- Rotates and puts away stock.
- Launders towels, aprons and other linens.
- Drives Wernle van to deliver food trays on grounds and to parent apartments.
- Assists in maintaining safe, healthy, structured environment for residents in the dining room.
- Models appropriate communication and behaviors for residents.
- Maintains appropriate boundaries with residents.
- Develops and maintains positive relationship with external customers, families and residents and employees.
- Assists in development, planning and facilitation of training programs for staff development, especially but not limited to policies and procedures.
- Obtains thirty-two (32) hours of continuing education credits per year.
- Performs other duties as assigned.

Education and Experience:

Possesses a minimum of some high school education.

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Language Skills:

Possesses ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence; ability to verbally communicate with residents and co-workers.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Physical requirements include**, but are not limited to, the ability to reach with hands and arms, talk, hear, stand, walk, run, sit, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. The employee is occasionally exposed to physical activities with the children that could result in physically escorting and/or restraining a child as well as physically intervening and/or removing a child to a secure setting*. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Mental Requirements:

The mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Mental requirements include**, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt to and stay alert in a busy work environment. Other requirements include the ability to maintain personal and emotional boundaries with residents and the ability to accept and manage change and ambiguity in a variety of situations.

Work Environment:

The work environment described here is representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees may be exposed to outside weather conditions, blood borne pathogens, and a constant or intermittent high noise level that could cause distraction or hearing loss. The noise level in the work environment is usually moderate to loud.

Employee Signature

Date