

 Oroville Hospital	Department:	Dietary
	Dept.#:	8340
	Last Reviewed:	05/08; 08/12
	Last Updated:	

Reports To

Director of Nutrition Services

Job Summary

The Diet Aide is responsible for processing all diet orders. The Diet Aide also receives diet orders and messages from the IBM Computer Terminal. The Diet Aide is supervised by the Director of Dietary Services, Clinical Dietitian or Diet Technician. The Diet Aide is an advisor to Cooks, Baker and Salad Maker regarding therapeutic diets. The Diet Aide does not work in a supervisory capacity over other workers. Also has interaction with unit clerks and nursing staff on a regular basis regarding patient meal service.

Duties

1. Processes all diet orders
2. Responds to telephone calls at Diet Aide station from nursing units and other areas of the hospital
3. Prepares Food Production Sheets
4. Checks tray-line
5. Fills out select menus. Orders menus/orders production sheets
6. Modifies select menus according to diet restrictions
7. Covers call-in schedule in absence of the Director and/or Food Production Manager
8. Accurately records all illnesses on communicable disease log
9. Receives regularly scheduled in-service education
10. Any other duties as assigned

Qualifications

1. One year experience in an acute care facility
2. No technical or vocational certification needed
3. High school diploma preferred with courses in nutrition and a junior college course in diet therapy
4. Good telephone skills and pleasant demeanor
5. Must be willing to be directed and trained

Lifting Requirements

“Sedentary”- The sedentary category requires that an employee be able to lift a maximum weight of ten pounds and occasionally lift and/or carry such articles as ledgers, files and other small items.