



POSITION VACANCY ANNOUNCEMENT
BELKNAP COUNTY

<u>Position Title</u>	<u>Labor Grade</u>	<u>Starting Salary Range</u>	<u>Department/ Division</u>	<u>Posting Date</u>	<u>Work Shift</u>
Dietary Aide	2	\$10.85 + applicable weekend differential	Nursing Home	11/17/2016	24 hours 5:30 am – 1:30 pm & 11:00 am – 7:00 pm

SPECIAL INSTRUCTIONS:

Closing Date for submitting Application: An application is required and may be picked up during normal business hours or one may be downloaded from our website. Resumes are encouraged, but will not serve as a replacement for the required application. You can fill out the on-line application and save it to your hard drive. You must print it out, sign it and submit the application to: Deb Laflamme, Human Resources, 34 County Drive, Laconia, NH, 03246; Phone 603-729-1245. Position will remain open until filled with initial interviews scheduled shortly after 11/25/16.

GENERAL SUMMARY:

Under the general supervision of the Dietary Manager, serves resident based on their specific diet requirements, serves staff and visitors.

ESSENTIAL JOB FUNCTIONS:*

- Serves food to residents in the Main Dining Room and Day Rooms.
- Loads and delivers bulk food carts to units
- Pours and covers beverages and assists in preparing and covering food
- Busses trays at completion of meals and cleans work area.
- Assists in the proper care and use of kitchen equipment.
- Runs an automated dish machine.
- Replenishes food, condiments and supplies to dining room areas.
- Helps cooks in preparation for meals.
- Modifies food textures and prepares desserts..
- Must be flexible to work scheduled time on either shift and/or weekends.
- Attends in-service training programs for Food Service employees.
- Observes infection control procedures related to the Dietary Department.
- Follows Resident’s Rights policies at all times and follows facility safety program.
- Follows food safety guidelines.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Ability to speak, read, write and follow instructions.

Must be cautious while working in kitchen and dining room areas and with kitchen equipment to avoid cuts and burns, wet and slippery floors.

SUPERVISORY RESPONSIBILITY:

This position has no direct supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

This position is exposed to indoor and outdoor environments and may be subject to extreme variations of temperature, noise, odors, bloodborne pathogens, and physical, chemical and respiratory hazards. Position requires incumbent to withstand changes in temperature - heat from steam tables and cold from freezer and walk-in.

Balancing, crouching, grasping, pulling, reaching, and stooping are required. An individual in this position will be required to carry or lift weights up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

**FOR ADDITIONAL INFORMATION INQUIRE AT THE HUMAN RESOURCES OFFICE,
34 COUNTY DRIVE, LACONIA, NEW HAMPSHIRE 03246**

GENERAL PROVISIONS

In the event the County determines applicants are equally qualified and a County Employee seeks by promotion to fill this vacancy, preference will be given to County Employee.

Position postings not carrying a specific closing date under Special Instructions may be closed without notice after five working days.

In the event the County determines applicants are equally qualified after the oral interviews, and an applicant has furnished proof of entitlement with his/her application, a veteran shall receive preference in hiring related decisions.

"An Equal Opportunity Employer M/F/DP/V"