

Class Specifications
for the Class:DIETARY AIDE
BC-03; BU:01Duties Summary:

Prepares special diet cold foods and assembles individual meal trays for patients on regular and special therapeutic diets; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its primary responsibility for assembling individual meal trays for patients on regular and special therapeutic diets, with high reliance placed on pertinent working knowledge of varied special diets and proportional caloric requirements.

Examples of Duties:

Prepares cold foods for regular and special diets such as salads, toasts, beverages, cereals, etc.; prepares tube feeding formulas; makes up individual servings for various cold foods according to census requirements; assembles individual trays for patients on regular and special therapeutic diets such as house, soft, liquid, diabetic, low cholesterol, low sodium, bland, etc., or combinations thereof; loads meal trays onto food carts; may write out new or change orders to individual patient's diet tickets; arranges diet tickets by ward and bed number to facilitate serving of food, seeing that every patient has one; charts changes to meal census as directed by the dietitian; keeps records of special diets and meals served; may wash, pare, chop, dice or otherwise prepare vegetables and fruits for cooking; may assist in washing dishes, pots, pans, etc.; may supervise kitchen helpers when assigned to assist in assembling individual meal trays; may assist in the cooking of food, cleaning and related duties. May train and supervise patient workers.

Knowledge and Abilities Required:

Knowledge of: Methods of simple food preparation; methods, materials and equipment used in cleaning kitchen appliances and utensils; kitchen sanitation; personal hygiene.

Ability to: Follow oral and written instructions; understand basic diets; learn foods allowed for special diets; remember details of diets, orders, patient names and ward; measure food servings and serve food; work cooperatively with others.

This is an amendment to the class specification for the class, DIETARY AID, to change the title from Aid to Aide, effective July 1, 2008.

This is the first specification for the class, DIETARY AID.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: July 1, 2008

JANICE WAKATSUKI
VP/Director of Human Resources