

CWTC
Job Description

Our Central Illinois organization provides programs and services to adults with disabilities; enriching their quality of life, promoting social change, and optimizing their potential for independence.

POSITION TITLE: Dietary Technician
REVISION DATE: January 2020
REVIEW DATE: One year
REPORTS TO: CILA or CLF Manager
PROVIDES SUPERVISION TO: No Supervisory Duties

GENERAL EXPECTATIONS: The Dietary Technician is responsible for preparing meals and consumer dietary needs. Responsibilities are to be carried out in accordance with CWTC's mission, policies, and in a manner that supports individuals with disabilities. All employees are required to attend mandated training sessions.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent
2. Drivers' license and auto insurance
3. 18 years of age
4. Sanitation certificate or ability to obtain one in 90 days
5. Must be able to pass DSP class and medication administration training

ESSENTIAL DUTIES:

1. Prepare or oversee preparation of healthy, tasty meals including special diets as needed
2. Maintain compliance with food sanitation and health requirements
3. Maintain inventories of food and supplies and complete shopping as necessary
4. Keep monthly food expenditures within budget requirements
5. Accurate record keeping of expenditures
6. Oversee residents in appropriate use of kitchen equipment and meal planning, meal preparation, nutrition, and food safety
7. Perform programming for cooking or cooking related duties

OTHER DUTIES:

1. Transportation of or escorting of residents as needed
2. Assist Direct Service Providers with resident care, medication administration and/or programming as needed
3. Attend staff meetings and required training
4. Perform other tasks, not inconsistent with qualifications or regular duties as assigned

WORKING CONDITIONS: Physical conditions include bending, standing, stooping, lifting up to 20-25 pounds, and being able drive. Environmental conditions include working around cleaning chemicals and kitchen appliances. Interpersonal conditions include communicating clearly with adults with disabilities. Work assignments and schedules are subject to change based on the needs of the facility.

RELATED CONDITION: All employees are responsible for reporting any information, however acquired, pertaining to possible abuse or neglect of consumers to the Director of Quality Improvement, the Safety Director, or the Executive Director.

SAFETY AND ACCIDENT PREVENTION: Employees must follow all safety policies and use necessary protective equipment when applicable. Employees are responsible for reporting safety hazards and/or accidents to their supervisors immediately.