Dietary-Aide Part-Time November 1,2026

Job Summary

The Dietary Aide is responsible for assisting with the preparation and service of breakfast and lunch meals, maintaining kitchen cleanliness and sanitation, managing inventory, and following approved meal guidelines and dietary procedures. This position plays an important role in ensuring participants receive nutritious meals in a clean, safe, and welcoming environment. Starting pay is $17.50 per hour.

Essential Functions

1. Prepares and serves breakfast and lunch meals according to approved menus and mealtime guidelines.

2. Assists with basic food preparation including washing, cutting, portioning, and assembling food items.

3. Ensures meals are prepared and served in compliance with sanitation, food safety, and health regulations.

4. Performs sanitation activities in all areas associated with rules and regulations which include but not limited to cleaning and preparing service areas, utensils and dishes, sweeping and mopping kitchen area floors, disposing if trash, and performing other sanitation activities as directed by management.
5. Washes dishes and maintains orderly kitchen and storage spaces.

6. Receives, organize, and properly stores food and kitchen deliveries.

7. Follows portion control and dietary instructions as directed.

8. Maintains accurate temperature logs and cleaning records as required.

9. Interacts respectfully and professionally with individuals receiving services and staff members.

10. Supports a positive meal time experience for individuals with intellectual and developmental disabilities.

11. Adheres to agency policies, safety procedures, confidentiality requirements, and DDDS regulations.

12. Attends required trainings and meetings.

Other Requirements

1. Adheres to all KSI policies and procedures.
2. Follows all safety procedures and works in a safe manner.
3. Maintains specific training and/or certification applicable to position as required by DDDS; approved behavior intervention programs and CPR/First Aid/AED. Responsible for completing on-line training on-time. Initial training may include but is not limited to; New Employee Orientation, CPR/AED, First Aid, and all other training and certifications.
4. Conducts themselves in a positive and professional manner. Will have and project a positive and supportive attitude about KSI, fellow employees and the individuals KSI serves.
5. Completes other duties as assigned by the Executive Chef or designee.

Skills and Abilities

Previous experience in food service or healthcare setting preferred; certified dietary or food safety training preferred; proficient in understanding nutrition and dietary practices; ability to follow written and verbal instructions accurately; strong attention to detail.

Qualifications

High School Diploma or equivalent is required. Two (2) years food service experience preferred. Applicant must be able to pass the following background checks; a Criminal Background check, Adult Abuse Registry check, Child Abuse Registry check and Sex Offender Listing. Possess a valid driver's license with no more than two moving violations at time of hire.

Physical Requirements

Physical requirements include the ability to stand for extended periods and lift up to 50 pounds with frequent lift/carry up to 25 lbs. Must be able to perform frequent reaching, bending and stooping, and must be able to do occasional pulling and pushing.