MARCO Services Inc.
Intern/Dietary Aide

Responsibilities
Under the policy and General direction of the Business Director and Dietary Coordinator, this individual has the responsibility for the following essential job functions:

1. Follow defined safety and sanitation codes while performing all duties including but not limited to sanitation, food prep and food storage. Is knowledgeable and can follow proper hand washing procedures according to regulation.
2. Work with State Nutritional Consultant to ensure that all meals/recipes meet nutritional guidelines and all codes and policies are up to date.
3. Assist Dietary Coordinator with menu planning, meal preparation, and sanitation processes.
4. Ensure all refrigeration and freezer units are monitored and maintained and that all temperatures are recorded twice daily. The Dietary Aide understands, maintains, tracks and records all required temperature logs.
5. Ensure food is served and stored at required temperatures: hot food is served hot and cold food served cold, all according to state and federal temperature guidelines.
6. Ensure all opened food is placed in seal-tight containers and labeled and dated (including open date).
7. Completes and complies with all assigned cleaning tasks to ensure proper sanitary conditions. Aide in the supervision/monitoring residents for sanitation compliance. Ensures all sanitation and cleaning duties are completed as scheduled or as needed especially in the main kitchen, dining room, and food storage areas.
8. Assist in the preparation, maintenance, and enhancement of all related food preparation, policies and procedures.
9. Work in cooperation with the Dietary Coordinator, State Nutrition Consultant and Marco Management to ensure meals are prepared on a scheduled basis with an appetizing appearance.
10. Takes initiative to continually improve upon the food service program to better meet client needs while maintaining compliance to regulatory requirements, budgets, policies and procedures.
11. Assists Dietary Coordinator in training all new residents and staff on food safety and sanitation. Creates additional training in needed areas for staff and residents.
12. Maintain inventory of food and kitchen safety supplies under the direction of the Dietary Coordinator (including but not limited to MSDS sheets).
13. Order needed supplies from vendors and stock appropriately.
14. Shop for needed supplies using company vehicle and occasionally bring residents along.
Resident Monitor Responsibilities

The following are essential job responsibilities:

1. Possess knowledge of house rules and regulations, including the MARCO Code of Conduct policy, the Staff Resident Relations policy, and the Resident Expectations
2. Monitor the house activities according to house rules.
3. Know the whereabouts and status of residents by making regular checks throughout the house, referring to “sign out” sheets, conferring with out-going staff members, and reviewing log information.
4. Monitor the performance of household duties by residents.
5. Observe and record activities or behavior of residents in the daily log.
6. Review resident’s status report prior to assuming any responsibility for residents.
7. Support other staff by completing Requests for Assistance on a timely basis.
8. As requested, conduct drug and/or alcohol testing on residents in a confidential and private manner.
9. Provide residents with access to medication in a discrete and respectful manor and being knowledgeable of what medications each resident is to be taking.
10. Be familiar with the emergency operations of the house and activate as necessary.
11. Participate in weekly staffing and in-services.
12. Provide emotional and moral support as well as encouragement to residents on an ongoing basis.
13. Protect the confidentiality of residents at all times, adhering to state, federal, and local regulations.
14. Organize and file documents according to Marco, state and federal regulations and standards.
15. Know and understand the rights of our clients, the formal procedures by which clients may seek resolution of grievances and the informal methods for resolving client concerns.

The following are non-essential job responsibilities:

17. Perform general cleaning and maintenance tasks as assigned, to ensure a clean and safe home environment for our residents and staff.
18. Schedule “Free and Clear” Appointments for residents and escort to and from.

Qualifications:
1. A high school diploma or equivalent.
2. Must have knowledge of methods and procedures for preparing and serving food, principles of sanitation, and principles of safe food handling, and/or the willingness to obtain such training upon hire.
3. Verifiable community based residential facility (CBRF) related training in the areas of Fire Safety, Standard Precautions, Medication Administration, and First Aid and Choking is preferred.
4. Previous experience working in a CBRF, residential treatment, counseling center, healthcare setting, and/or dietary department is preferred.
5. Good interpersonal skills, with the ability to build and maintain effective relationships and provide excellent customer service to internal and external parties.
6. Excellent communication skills, both oral and written. Must be able to communicate in English.
7. Must possess knowledge of elementary math. Must be able to add, subtract, multiply, and divide with the ability to do mathematical calculations for required recipe changes.
8. Ability to cook and use kitchen appliances and tools.
9. Ability to use office equipment: computer, phones, fax, etc. Demonstrated strong knowledge of Word and Excel programs.
10. Strong detail orientation with the ability to follow established procedures and guidelines.
11. Strong initiative and problem solving skills. Ability to follow through on projects and commitments.
12. Strong organizational skills, with the ability to meet deadlines, multi-task, and set priorities. Must be able to work in a fast paced environment.
13. Must be empathetic and sensitive to the needs of others. Ability to treat others with respect, maintains confidentiality, and represents Marco Services, Inc. in a professional manner.

**Physical Conditions/Work Environment:**

1. Work is typically conducted in a confidential residential facility office and home environment.
2. Mobility and ability to meet and verbally communicate (speaking and listening) with residents, staff, and external parties on routine basis.
3. Must be able to walk, sit, stand, bend, stretch, climb, grasp, reach and stoop for periods of time. Ability to lift up to 30 lbs on occasion.
4. Frequent driving of personal vehicle.
5. Ability to work in stressful environment and crisis situations.
6. Work is typically accomplished with little to no supervision.
7. A TB Test is required upon hire, as is a medical exam to show absence of communicable diseases.
8. Exposure to blood and body fluids.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties and responsibilities. This description is not intended to limit or modify the right of management to assign, direct, and control the work of employees under supervision.