PORTERVILLE DEVELOPMENTAL CENTER
PORTERVILLE, CALIFORNIA

DIETETICS SERVICES

JOB TITLE: Student Assistant

GENERAL STATEMENT OF DUTIES: The Student Assistant is a temporary position where a student who is enrolled in a college or university may receive on-the-job instruction and perform work that will provide practical experience. Student Assistants in Dietetics Services assist in the operation of the Oasis.

SUPERVISION RECEIVED: Food Manager

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained within this duty statement. Level of care employees will be required to perform the following essential functions: must be able to lift 50 pounds without assistance; must be able to participate in containments, interventions, or restraints; must have the ability to work various shifts and hours, float to all areas within the facility as needed and scheduled with Supervisor.

TYPICAL WORKING CONDITIONS: On-going interactions with individuals, visitors, vendors, and staff. Potential exposure to communicable diseases, blood borne pathogens, and other conditions common to clinical nursing environment. Spending time on tasks which includes: assisting customers, stocking, and cleaning at the Oasis; escorting forensic individuals in the facility; distributing and accounting for all training equipment and supplies to prevent their use as weapons; inspecting facilities to identify security breaches that could lead to the escape of a forensic individual; and observing and intervening in forensic individual behaviors that may injure people, damage property, or signal impending escape attempts.

ESSENTIAL FUNCTIONS: 90%

20% Ensures a safe, clean, and sanitary food service environment by following proper dress code, hygiene, and safety protocols; preparing and monitoring cleaning solutions; sanitizing work areas and equipment; recording temperatures and Quat readings; and reporting maintenance issues as needed.

20% Prepares, portions, and cooks food items according to established procedures; maintains the salad bar and food storage areas; receives and stores deliveries; assists individuals with purchases; and ensures proper labeling, dating, and rotation of food items.

20% Supports daily operations by answering phones, taking orders, operating the cash register, balancing cash drawers, maintaining accurate inventory, preparing

order forms, and coordinating product pickups to ensure smooth and efficient service.

10% Ensures all equipment is accounted for and secured as well as the environment is checked before and at the end of each session to ensure that it is free from anything that can be harmful or assist in escape.

10% Ensures the safety for individuals, visitors, and staff. Responds to emergencies that involve the use of behavioral intervention techniques as outline in facility policy and procedures which can include absent without leave (AWOL) and emergency disaster situations. Assists in maintaining a therapeutic environment which promotes respect and dignity, and protects the privacy, rights, confidentiality, and physical/emotional well-being of individuals.

10% Provides on-going observation of individuals' physical conditions and behaviors. Ensures any significant changes in the individuals' physical condition and behavior, and/or other pertinent information about individuals, are communicated and reported to the clinical staff, unit supervisor, senior psychiatric technician, physician, or any other appropriate team member. Ensures all required documentation (i.e., General Event Reports, sworn declarations, etc.) are completed on time per policy.

MARGINAL FUNCTIONS: 10% •

Performs other duties as required.

• May be assigned to assist in other areas (i.e., Leisure Services) or at events (i.e., Craft Fair).

COORDINATION: Normal working hours vary. Hours and shifts may vary depending on the need of the program and/or facility. Not to exceed 40 hours per week.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____