

## Orientation Checklist—Dietary Department Aide

Employee name: \_\_\_\_\_ Date of hire: \_\_\_\_\_

Date	Orientation Plan	Trainer's Initials	Employee's Initials
	<b>General:</b>		
	Hospital-wide orientation		
	Safety program		
	Infection control program		
	Back safety principles		
	Emergency codes and procedures/disaster plan		
	Location of MSDS book		
	Mission of hospital and department		
	Breaks, attendance, and tardiness		
	Requesting vacation days		
	Staffing basics—explanation of different positions		
	Temperature logs—location and how to complete		
	Dietary employee's meal policy		
	Smoking policy		
	Washing hands, wearing gloves, and using sanitizer		
	Proper work attire		
	Review of job description		
	Review of performance evaluation procedure		
	Calorie counts		
	Storage of paper products—keeping boxes closed		
	Low-sodium and reduced-sugar foods—what is used		
	Chain of command		
	Production schedules and tally sheets		
	Basic review of diets		
	Location of important telephone numbers		
	Rules about employee food consumption		
	Chain of command		
	<b>Food preparation:</b>		
	Cleaning before and after prep		
	Washing hands and wearing gloves		
	Scoops and ladle sizes		
	Sharpening knives		
	Cutting of pies and cakes		
	Preparing salads		
	Preparing sandwiches		
	Proper serving containers		
	Location of food		

	Dating and labeling of food		
	Food waste log		
	Pureeing and chopping food		
	Using leftovers		
	Nourishments and snacks		
	Catered events		
	Food substitutions		
	Preparing food for cafeteria		
	Temping food items on line		
	Food garnishing		
	<b>Cleaning and dish room:</b>		
	Changing garbage and cleaning cans		
	Changing dishwasher soap and cleaning out dishwasher		
	Racking dishes and utensils		
	Location of cleaning supplies and garbage bags		
	Uses of various cleaning supplies		
	Where clean towels are kept and where to put dirty towels		
	Cleaning of carts		
	Sweeping and mopping		
	Putting stock away—first in, first out (FIFO)		
	Taking dish-room temperatures		
	<b>Tray line:</b>		
	Setting up tray line		
	Importance of timeliness—ways to improve efficiency		
	Roles of various positions		
	Placement of food items on tray		
	Loading carts		
	Cleaning up after tray line		

Review Date 11/08  
G-0868