

Posted 07/09/2026

RPT Position



GRANT COUNTY
— HUMAN RESOURCES —

Orchard Manor Dietary Aide

Grant County is seeking a Dietary Aide to join the team at Orchard Manor. This position plays a key role in supporting resident meal service and maintaining a safe, clean, and sanitary kitchen environment. Under the direction of the Dietary Manager, the Dietary Aide assists with meal preparation, tray line service, dishwashing, transporting food and supplies, and kitchen cleaning duties.

Benefit-eligible position: 64 hours bi-weekly

Starting pay: \$18.93 per hour

Schedule: 3-hour and 8-hour shifts; hours may vary between 5:30 a.m. and 7:00 p.m.

Every other weekend required

Position Qualifications

Education:

- High school graduate or equivalent preferred

Experience:

- No prior experience required

Why join Orchard Manor

If you are dependable, team-oriented, and committed to serving residents with care and professionalism, we encourage you to apply. This is an excellent opportunity to contribute to essential services in a county care facility and make a meaningful difference each day.

How to Apply

A Grant County employment application and full job description are available at www.co.grant.wi.gov or by contacting the Grant County Human Resources Department (608)723-2540.

To be considered, applicants must submit a completed Grant County employment application no later than **4:00 p.m. on Thursday, July 30, 2026.**

Application materials may be emailed to employment@co.grant.wi.gov or mailed to the address below.

Grant County Human Resources

111 S. Jefferson St. / P.O. Box 529
Lancaster, WI 53813

This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.

GRANT COUNTY JOB DESCRIPTION

TITLE: Dietary Aide

DEPARTMENT/ AGENCY: Orchard Manor

IMMEDIATE SUPERVISOR: Dietary Manager

PAY GRADE: OM C

FLSA: Not Exempt

NATURE OF WORK

Under the supervision of the Dietary Manager, the dietary aide performs a variety of duties depending upon the position being filled, to include preparing salads, portioning food and beverages, tray line work, dishes, pots and pans, and transporting food and supplies, cleaning of floors. The dietary aide may be requested to do other related duties as the need arises or as deemed necessary by Dietary Management. This position works to maintain a safe and sanitary kitchen and work area.

MINIMUM QUALIFICATIONS

Education:

1. High School graduate or equivalent
2. Prefer graduation from an accredited food service program or the willingness to attend when classes would be offered
3. Requires a basic understanding of sanitary and safety procedures with compliance

Experience:

- None

Note: Equivalent combinations of job related education and experience may be considered

Knowledge, Skills and Abilities:

1. Must be able to work other than normal working hours when needed or deemed necessary
2. Must be able to work in a variety of settings
3. Must be able to read and write and do simple math problems
4. Must be able to work a minimum of 4 hours to a maximum of 8 hours
5. Must have an interest and desire to work with geriatric and developmentally disabled residents
6. Must be able and willing to attend department inservice and programs
7. Computer skills preferred

ESSENTIAL FUNCTIONS

1. Clear trays, wash dishes, glassware, silverware, etc.
2. Wash and sanitize pots and pans
3. Portion beverages, prepare supplements, organizes and deliver supplements to nursing
4. Prepare texture modified beverages
5. Prepare and portion salads attractively
6. Portion desserts
7. Set up, serve, and distribute meals (special, diet modified, and regular) to residents
8. Have a working knowledge of special diets
9. Transport supplies and food
10. Pack lunches, make toast, butter bread
11. Empty garbage, clean floors, counters, and other assigned cleaning duties

12. Be able to work alternating weekends and on holidays
13. Expected to respond to emergency situations involving the safety of residents, other employees and the facility; this includes the ability to assist with a possible evacuation of residents; must participate in O.M. emergency plan as assigned.

SUPERVISION RECEIVED

Under the direction of the Dietary Manager

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

Equipment Used: Dishwasher, cart sprayer, utility and dish carts, coffee and juice machines, blenders, grinders, graters, toasters, electric/manual can opener, gas stove, steam kettle, trash compacter and recycling equipment, various measuring equipment, kitchen utensils and cookware, and other equipment as deemed necessary by dietary manager to perform the essential functions of the job

Strength:

1. Able to stand and walk up to 8 hours per day
2. Able to push/pull carts of food supplies weighing approx. 50 to 300 lbs. in order to transport supplies and food
3. Able to routinely lift 30 pounds

Mobility:

1. Able to frequently stoop, bend, squat, twist, and reach overhead to clear trays, wash pots and pans, or assist in food preparation
2. Occasionally needs to squat, climb stairs, and be exposed to extreme changes in temperature cold from freezer and heat from dishwasher
3. Able to maintain balance on wet floors and mats

Manual Dexterity:

1. Simple manipulative skills are required to manipulate a cart with supplies through doors or to transport supplies and food up and downstairs
2. Able to use hands and arms to manipulate dishes, pots, and pans, during washing and for food preparation

Speech: Able to articulate clearly and understand English to communicate with residents and other staff members

Sensory Requirements:

1. Able to see 2 to 7 feet for safe working environment
2. Able to attend to task for 10 to 60 minutes
3. Able to understand and relate to specific ideas generally several at a time and relay information to other professional

4. Able to follow, complete, and remember verbal and written messages, information and task assignments

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only, and not intended to imply a written or implied contract of employment. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/01/2018

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee

___/___/___

Date