



YUCAIPA VALLEY
PEDIATRIC LIVING, INC.

Housekeeping & Dietary Aide Job Description

Position Title: Housekeeping & Dietary Aide

Department: Support Services

Reports To: Administrator and/or designee; follows applicable direction from licensed nursing staff and the facility's dietitian/dietary consultant

Classification: Per Diem / Part-Time / Full-Time, Non-Exempt

Position Summary

The Housekeeping & Dietary Aide supports the safe, clean, sanitary, home-like operation of Yucaipa Valley Pediatric Living, Inc., a pediatric Congregate Living Health Facility (CLHF). This combined support-services position performs assigned housekeeping, laundry, food preparation, meal service, kitchen sanitation, and related duties in accordance with facility policies, resident diet orders, infection-prevention practices, and applicable state and federal requirements.

When assigned responsibilities in both housekeeping and dietary services, the employee shall organize work so that dietary assignments, food safety, sanitation, meal service, and resident nutritional needs are not delayed or compromised by housekeeping duties.

Dietary Responsibilities

- Prepare, portion, serve, and store meals, snacks, and beverages according to approved menus, resident diet orders, care plans, allergies, texture modifications, and facility procedures.
- Follow instructions from the facility's dietitian/dietary consultant, Administrator, and licensed nursing staff regarding resident-specific dietary needs.
- Maintain safe food handling practices, including proper hand hygiene, prevention of cross-contamination, appropriate food temperatures, labeling, dating, storage, and disposal.
- Complete assigned food temperature, refrigerator/freezer, sanitation, cleaning, and other dietary logs accurately and timely.
- Clean and sanitize food-preparation surfaces, utensils, dishes, cookware, equipment, refrigerators, storage areas, and dining areas according to facility procedures.
- Assist with receiving, rotating, and storing food and dietary supplies using appropriate stock rotation practices.
- Provide meal and hydration set-up and assistance as assigned; promptly report poor intake, feeding concerns, or observed changes to licensed nursing staff.
- Do not independently change therapeutic diets, texture orders, feeding plans, or other clinical nutrition instructions.

Housekeeping Responsibilities

- Clean and disinfect resident rooms, bathrooms, common areas, offices, and other assigned facility spaces according to established daily, weekly, and monthly cleaning schedules.
- Clean high-touch surfaces and non-critical environmental equipment using approved products and required contact times.
- Maintain resident rooms and common areas in a clean, orderly, safe, attractive, and home-like condition.
- Replenish housekeeping, hygiene, and paper supplies and notify the Administrator/designee when supplies require replacement.
- Follow facility procedures for waste handling, spill response, infection prevention, personal protective equipment (PPE), and safe use of cleaning chemicals.
- Use only facility-approved cleaning products and follow Safety Data Sheet (SDS), labeling, dilution, storage, and chemical-separation requirements.
- Immediately report environmental hazards, damaged equipment, pest concerns, maintenance issues, or infection-control concerns to the appropriate supervisor.

Laundry & Linen Responsibilities

- Collect, transport, wash, dry, fold, and store resident and facility laundry according to facility procedures.
- Maintain separation of soiled and clean laundry and use designated containers and handling practices to reduce cross-contamination.
- Handle contaminated linens using appropriate PPE and infection-prevention precautions.
- Maintain adequate clean linen supplies and promptly report shortages or equipment problems.

Resident Safety, Rights & Professional Conduct

- Protect resident privacy, dignity, confidentiality, and rights at all times.
- Maintain appropriate professional boundaries and communicate respectfully with residents, families, visitors, and staff.
- Promptly report suspected abuse, neglect, exploitation, unsafe conditions, or other reportable concerns in accordance with facility policy and applicable law.
- Follow emergency, disaster, fire-safety, infection-prevention, and evacuation procedures.
- Do not perform nursing, medication, respiratory, or other clinical duties unless separately authorized, trained, and permitted by law.

Minimum Qualifications

- High school diploma or equivalent preferred.
- Prior housekeeping, dietary, food service, healthcare, residential-care, or pediatric experience preferred.
- Ability to read, understand, and follow written menus, diet instructions, cleaning schedules, product labels, SDS information, and facility procedures.
- Ability to complete required background clearance, health screening, TB clearance, orientation, and other pre-employment requirements.

- San Bernardino County Food Handler Card preferred at time of hire; if required for the employee's assigned food-service duties, it must be obtained within the timeframe required by applicable law and facility policy.
- Current CPR/First Aid certification preferred but not required at time of hire; employee may be required to complete facility-approved emergency-response training as assigned.
- Ability to communicate effectively and work cooperatively with nursing, dietary, administrative, and support-services staff.

Knowledge, Skills & Abilities

- Knowledge of basic sanitation, infection prevention, safe food handling, and housekeeping practices.
- Ability to recognize and report food-safety, environmental, and resident-care concerns promptly.
- Ability to prioritize time-sensitive meal and dietary duties while completing assigned housekeeping responsibilities.
- Ability to maintain accurate logs, follow checklists, and complete assigned duties with minimal supervision.
- Ability to work safely around medically fragile children, medical equipment, alarms, and mobility devices.

Physical Requirements

- Ability to stand and walk for extended periods and frequently bend, stoop, kneel, reach, push, pull, and perform repetitive motions.
- Ability to lift and carry up to 25 pounds independently and assist with heavier supplies or equipment using safe techniques.
- Ability to push housekeeping carts, laundry carts, and dietary carts as applicable.
- Ability to tolerate routine exposure to cleaning products, food-service environments, bodily-fluid precautions, and required PPE.

Work Environment

This position works throughout a pediatric CLHF serving medically fragile children with varying levels of mobility and medical complexity. The employee may work in resident-care areas, kitchens, laundry areas, bathrooms, storage areas, and common spaces and may encounter medical equipment, bodily-fluid precautions, cleaning chemicals, food allergens, alarms, and emotionally sensitive situations.

Pre-Employment / Orientation Requirement

Employment and assignment to independent duties are contingent upon completion of applicable pre-employment requirements, background clearance, health/TB screening, facility orientation, required safety and infection-prevention training, and demonstrated understanding of assigned housekeeping and dietary procedures.

Regulatory Compliance

Perform assigned duties in accordance with facility policies and procedures, applicable California Title 22 requirements, resident rights, infection-prevention and safety standards, and other applicable state and federal laws and regulations.