



POSITION TITLE:	Dietary Manager	DEPARTMENT:	Dining
FLSA:	Exempt	SUPERVISOR:	Executive Chef
SUPERVISES:	Skilled Nursing Cooks	Revised:	June 2021

POSITION SUMMARY

Directs and coordinates food service activities of the Health Center by performing and overseeing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Plans and coordinates standards and procedures of food storage, preparation, and service; equipment and department sanitation; and employee safety.
- Ensures that menus and department policies conform with nutritional standards, government regulations, and internal procedures.
- Reviews resident diet information and discusses requests, changes, and inconsistencies with resident and staff.
- Inspects food and food preparation and storage areas.
- Tastes, smells, and observes food to ensure conformance with recipes and appearance standards.
- Computes operating costs, maintains records, and prepares reports for use of management or administrative personnel.

Clinician Responsibilities include:

- Assesses residents that are nutritionally at risk and implements appropriate interventions.
- Meets with new admissions and identifies their food likes dislikes and any risk areas.
- Ensures staff are serving appropriate diets and appropriate textures- in-services staff if needed.
- Completes audits weekly of main kitchen and satellite kitchens to ensure sanitation, and compliance is occurring.
- Completes MDS sections as appropriate along with CAA's and care plan.
- Follows up with residents and family members if they have concerns regarding diet.
- Makes recommendations to the MD for nutritional interventions.
- Works closely with the Speech Therapist with regards to altered diets and ensuring staff are following intervention appropriately.
- Ensures main kitchen and satellite kitchens in skilled nursing are compliant with regulations and survey ready.

SUPERVISORY RESPONSIBILITIES

- Directly supervises Skilled Nursing Cooks. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Educational Requirements and Experience:

- Minimum of one year experience, preferably in a hospital or nursing home.
- Associates degree or equivalent experience.
- Certified Dietary credentials or is a Registered Dietician.
- Previous supervisory experience.

Knowledge, Skills and Abilities:

- Language Ability:
 - Ability to communicate effectively in writing and verbally, speaking the primary language of the residents.
 - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
 - Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Mathematical Skills:
 - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Cognitive Demands:
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills:
 - Ability to use Microsoft Windows, including Word and Excel. Ability to use email and the Internet.
- Competencies:
 - Must demonstrate an interest in working with a senior population.
 - Manages people effectively by taking responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
 - Provides leadership by exhibiting confidence in self and others; Inspires and motivates others to perform well.
 - Interacts with guests, residents and staff in a courteous and friendly manner.
 - Responds promptly to resident needs.
 - Supports organization's goals and values.
 - Balances team and individual responsibilities.

ENVIRONMENTAL ADAPTABILITY

- Works primarily indoors in a climate controlled setting.
- Team Members may be exposed to blood and/or body fluids with potential exposure to hazardous materials and infectious diseases.
- Possible exposure to unpleasant odors.
- Possible exposure to chemicals as identified in the MSDS Manual.
- Continuous exposure to residents who are ill, confused, irritable and irrational.

PHYSICAL REQUIREMENTS

The physical demands described below are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the Team Member is regularly required to stand; walk and talk or hear. The Team Member is frequently required to use hands to finger, handle, or feel; reach with hands and arms and taste or smell. The Team Member is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The Team Member must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.