



JOB DESCRIPTION DIETARY MANAGER

Overview:

This position must provide management for the Dietary Department, ensuring quality food. The Dietary Manager will direct and assist the preparation and serving of regular meals and therapeutic diets, order food and supplies and maintain area and equipment in sanitary condition, and assure the smooth operation with other nursing home departments.

Qualifications:

The Dietary Manager must be a graduate of an approved dietary manager's course that meets the state and federal care regulations. If not a graduate, the employee must be presently enrolled in a dietary manager course or be enrolled within four months of the next approved dietary manager course. If an employee has not been certified by the Dietary Manager Association but has completed the dietary manager course, they will qualify to have the job title of Dietary Manager. An employee who is uncertified but currently enrolled in dietary manager course or is to be enrolled during the next session, will carry the job title of Food Service Supervisor. A Diet Technician may also qualify for placement as a Dietary Manager but will continue to have the job title of Diet Technician until all training is completed. This position also:

- Must be able to read, write and understand English.
- Must be in good mental and physical condition.
- Must possess leadership qualities and be able to supervise and secure the cooperation of the dietary personnel.
- Must have basic knowledge of dietetic principles, food sanitation, and food service operation.
- Must be able to work productively with other department heads and personnel, and the dietary consultants.
- Must enjoy working with geriatric residents.
- Usually works forty (40) hours per week. Will vary, may include weekends.

Physical Requirements:

The Dietary Manager stands and walks intermittently through out the working day, as well as reaches, stoops, bends, lifts, carries, and manipulates various food products, dietary supplies and equipment. The Dietary Manager must have the ability to work with chemicals/cleaning agents and must be able to lift and/or carry 50 to 75 pounds.

Duties are determined by the facilities needs and may include, but are not limited to the following:

- Is responsible for food purchase, production, and timely service of meals.
- Directs and supervises all dietary functions and personnel.
- Purchases food products from vendors approved by Elmbrook Management Company.
- Maintains cost records and works to meet budget guidelines.
- Hires, orients, trains, counsels, disciplines, and when appropriate, terminates dietary employees.
- Schedules work hours and assignments also reviews and checks staff work performance. Is responsible to see that each shift is properly staffed.
- Develops job descriptions, cleaning schedules, and other dietary management tools. Checks in and inventories incoming food and supplies.
- Assures that proper storage is available, and that handling of food and supplies complies with current guidelines.
- Processes new diet orders and diet changes when received from nursing service, and keeps diet cards updated.
- Plans and assists in preparation and service of holiday and special meals and functions.

- Visits residents to do initial nutritional assessment and screening, explain diet, record food preferences, and promote a quality food service.
- Visits all residents at least one time per quarter. Residents at nutritional risk are visited weekly. Documents all visits.
- Participates in department head meetings.
- Evaluates work performance and gives evaluations to dietary employees. Maintains the personnel records of the dietary employees.
- Coordinates dietary services with nursing service and activities director. Nutritional Notes are to be completed monthly for all residents at nutritional risk.
- Assures that food and supplies are available for use by dietary personnel.
- Checks trays for accuracy before they are delivered.
- Maintains the standardized recipes in which the recipes are adjusted to the size of the facility.
- Checks diet orders that are received against physicians' orders at least once a month. Notify nursing of discrepancy.
- Inspects storage areas on a weekly basis for proper temperatures, cleanliness, and order. Assists in cleaning procedures as needed.
- Inspects Dietary Department regularly to ensure that it is safe and sanitary.
- Submits written reports to administration as necessary.
- Plans and presents in-service education programs for the Dietary Department.
- Investigates on-the-job injuries and corrects the problem and/or retrain the employee as necessary.
- Ensures continued compliance with all federal, state, and local regulations.
- Works with Dietary Consultant to achieve quality food service.
- Updates dining room seating chart.
- Maintains current Care Plan for each resident through interdisciplinary Care Plan meetings and updating when necessary.
- Monitors the food intake of all residents. Reports any problems to the Dietary Consultant and/or Director of Nursing.
- Maintains the security of the Dietary Department.
- Is responsible for knowing, understanding, and conveying to other dietary staff personnel the Federal and State rules and regulations regarding nursing home dietary requirements and is responsible for their enforcement within the scope of the Dietary Department.
- Performs other tasks as necessary and appropriate when assigned.

Employee Signature