DIETARY MANAGER

**Department:** Dietary

**Supervisor:** Registered Dietician, RD/LD

Administrator

**Salary Range:**

**Shift:**

**FLSA Status:** Exempt

## QUALIFICATIONS

|  |  |
| --- | --- |
| **EDUCATION & CREDENTIALS:** | High school diploma or G.E.D. required. Must have completed or be in the process of completing the 90-hour Food Service Manager Certification, including courses in food management, dietary planning, food purchasing, cost and inventory control. This must be completed within 12 months of assuming the position. Must be willing to timely complete additional training or education, which may be required. CPR and First Aid certification required. Failure to maintain current licensure and certification in good standing without restrictions will result in termination. May not be a debarred provider. |
| **REGULATORY**  **COMPLIANCE**  **REQUIREMENTS:** | The Dietary Manager is required to report any arrest, charge, or conviction of a crime other than a traffic violation, and receipt of notice of any agency investigation or charge, including investigations relating to licensure, certification status, or dependent adult or child abuse within 48 hours and may not perform services pending such report. Failure to report such an arrest, charge, conviction, investigation or similar issue may result in termination.  The Dietary Manager must understand the nature of resident care and resident rights and comply with these requirements at all times.  A Dietary Manager who reasonably believes a dependent adult has suffered dependent adult abuse is required to report suspected abuse to the Administrator within twenty-four (24) hours.  During the course of employment the Dietary Manager is also required to report any information that may impact patient/resident care, including, but not limited to, violations of resident rights and HIPAA violations to his/her supervisor or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| **CONTINUING EDUCATION REQUIREMENT:** | The Dietary Manager is required to complete annual 12-hour in‑service training programs. Failure to complete the 12-hour in‑service training program, or any other requirement under internal policies, local, state or federal law may result in termination. |
| **WORK EXPERIENCE:** | At least one year of experience in a hospital, long-term care facility or assisted living facility is required. Experience in which administrative and supervisory ability has been demonstrated is preferred, but not required. Previous experience in Dietary Management is preferred. |

**GENERAL JOB SUMMARY**

The Dietary Manager is responsible for supervising all dietary staff as well as food preparation for residents to meet their individual dietary needs and to comply with all resident care plans, directing and supervising the clean and sanitary preparation, production and service of meals to all residents, guests and staff, the sanitary condition of the dining room(s), kitchen work areas and the food storage areas being maintained at all times, maintaining residents’ medical records with nutritional information, providing assistance in all dietary functions as needed, providing education in all dietary functions as directed in accordance with established policies and procedures, and meeting all continuous education requirements, whether internal or external, mandated by the Iowa Department of Inspections and Appeals.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

2. Ability to write routine reports and correspondence.

3. Ability to speak effectively before groups of employees.

4. Sound knowledge of menu planning, diet therapy, food production management and personnel management.

5. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

6. Ability to deal with problems involving several variables in various situations.

7. Strong knowledge of purchasing procedures and budget planning as well as understanding of basic cost accounting principles.

8. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

9. Ability to compute rate, ratio and percent.

10. Ability to effectively directly supervise all dietary staff.

11. Carry out supervisory responsibilities in accordance with the organization’s policies and applicable laws.

12. Interview, hire, and train employees; plan, assign, and direct work; appraise performance; reward and discipline or terminate employees; address complaints and resolve problems. Coordinate with Human Resources on hire, disciplinary and termination issues.

13. Conduct nutrition assessments and obtain nutrition history from residents.

14. Consult with physicians and other health care personnel to determine nutritional needs and diet restrictions.

15. Plan and prepare menus for distribution according to the normal and special dietary needs of residents; verify that menus and all listings/data for special diets comply with physician orders; process diet changes from the nursing unit.

16. Evaluate nutritional care and document nutrition care plans and information into residents’ medical record.

17. Inspect meals served for conformance to prescribed diets and for standards of palatability and appearance.

18. Develop, implement, and evaluate methods to ensure effective and efficient use of staff, facilities, equipment and other resources while maintaining resident care standards.

19. Plan and organize orientation and in-service training for staff members, and participate in guidance and educational programs.

20. Monitor and control department costs to maintain expenditures within budget.

21. Purchase food and supplies as required according to menus; verify incoming food and supplies and direct storage activities.

22. Recommend acquisition of capital equipment.

23. Monitor completion of medical records in accordance with time standards.

24. Participate in interdisciplinary care planning conferences; may document on resident charts under the supervision of the Consultant Dietician.

25. Maintain food service records in accordance with state requirements.

26. Compile and maintain logs, reports, and statistical records.

27. Ensure compliance with all state sanitation requirements.

28. Ensure that kitchen and dining areas are maintained in clean and attractive manner.

29. Ensure meals are served within appropriate time frames.

30. Ensure the safe storage of food in compliance with state regulations and company policy.

31. Ensure that kitchen equipment is used in a safe manner and remains in working order.

32. Establish and revise dietary policies and procedures in cooperation with the Consultant Dietician.

33. Coordinate dietary service with other departments as needed.

34. Assist in planning and preparation of special meals for parties, banquets, etc. in cooperation with the Activity Director and Human Resource Director.

35. Visit with residents and family members to evaluate food service (i.e., temperature, quality and appearance); modify dietary procedures as needed to promote better food service.

36. May perform food preparation, serving and cleaning duties as needed.

37. Remain current in the field of Food Service Management through publications, workshops and institutes.

38. Attend department head and committee meetings as scheduled.

39. Other Duties: (Fill in)

40. Other duties as assigned.

## PHYSICAL ACTIVITY REQUIREMENTS AND ENVIRONMENT

**Lifting Requirements:** The Dietary Manager is frequently called upon to lift items up to 15 lbs. during menu staffing and budget planning and while performing general supervisory duties. The Dietary Manager will occasionally be called upon to lift objects between 15 and 30 lbs. while performing duties in and around the kitchen. The Dietary Manager will infrequently be required to lift items over 30 lbs. Lifting in excess of 50 lbs. is not required. Push/pull requirements of 40 lbs. are common.

**Carrying Requirements:** The Dietary Manager is frequently required to carry various items up to 20 lbs. The Dietary Manager will occasionally be required to carry food items between 20 and 50 lbs. Carrying in excess of 50 lbs. is not required.

**Safety:** Various safety protocols and assistive devices are utilized to perform job functions such as Hoyer lifts and gait belts. The Dietary Manager must be capable of using all such devices efficiently and safely and all such devices must be used pursuant to facility policies. The Dietary Manager must be familiar with and follow all facility safety policies.

**Sight Requirements:** The Dietary Manager is required to have vision corrected to average in order to assess and respond to residents, family members, physicians, co-workers and others. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Hearing Requirements:** The Dietary Manager is required to have normal range of hearing, as corrected, in order to assess and respond to residents, family members, physicians, co-workers and others.

**Socialization Requirements:** The Dietary Manager is required to work with and supervise all other persons in the Dietary Department. The Dietary Manager is required to maintain excellent socialization and communication skills in and around residents, family members, physicians, co‑workers and others.

**Other Physical Requirements:** While performing the duties of this job, the Dietary Manager is frequently required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The Dietary Manager is frequently required to climb or balance and stoop, kneel, crouch, or crawl.

**Environment:**

* Exposure to general resident care environment.
* Exposure to resident variables such as inappropriate language or physical behaviors due to compromised mental capacity.
* Exposure to moderate temperature variations including heat generated by machinery or cooking.
* Substantial exposure to kitchen/cooking conditions and residential living/dining areas.
* Substantial exposure to sharp-edged utensils and containers.
* Exposure to a wide array of food items.
* Frequent exposure to moving machinery and cleaning, disinfecting chemicals, heating appliances and cooking apparatus.
* Exposure to pharmacological preparations, biologicals, and potential biohazard materials including blood and other bodily fluids and medical sharp objects.
* Moderate exposure to chemicals including cleaning solutions, perfumes, dyes, etc.
* Exposure to office equipment and chemicals such as copier toner.
* Significant exposure to moving equipment and machinery.
* Moderate noise levels exist.
* Frequent work interruptions occur.
* Work in groups or teams required.
* Extended or variable hours may be required.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Nvr  0% | Rare  1-5 | Seld  6-19 | Occas  20-33 | Freq  34-66 | Cont  67-100 |  |  | Nvr  0% | Rare  1-5 | Seld  6 -19 | Occas 20-33 | Freq 34-66 | Cont 67-100 |
| **LIFT** | | | | | | | **PHYSICAL ACTIVITIES** | | | | | | |
| 1 - 10 lbs. |  |  |  |  |  |  | Bend/Stoop |  |  |  |  | X |  |
| 11 - 20 |  |  |  |  | X |  | Twist |  |  |  |  | X |  |
| 21 - 35 |  |  |  | X |  |  | Crouch/Squat |  |  |  |  | X |  |
| 36 - 50 |  |  | X |  |  |  | Kneel |  |  |  |  | X |  |
| **CARRY** | | | | | | | Crawl |  |  |  |  | X |  |
| 1 - 10 lbs. |  |  |  |  | X |  | Walk-Level |  |  |  |  | X |  |
| 11 - 20 |  |  |  | X |  |  | Walk-Uneven |  | X |  |  |  |  |
| 21 - 35 |  |  |  | X |  |  | Climb Stairs |  | X |  |  |  |  |
| 36 - 50 |  |  |  | X |  |  | Climb Ladder | X |  |  |  |  |  |
| **PUSH** | | | | | | | Reach Over Shldr |  |  |  | X |  |  |
| 1 - 10 lbs. |  |  |  |  |  |  | Use Arms |  |  |  |  | X |  |
| 11 - 20 |  |  |  |  | X |  | Use Wrists |  |  |  |  | X |  |
| 21 - 35 |  |  | X |  |  |  | Use Hands |  |  |  |  | X |  |
| 36 - 50 |  |  | X |  |  |  | Grasping |  |  |  |  | X |  |
| **PULL** | | | | | | | Fingering |  |  |  |  | X |  |
| 1 - 10 lbs. |  |  |  |  |  |  | Foot Control | X |  |  |  |  |  |
| 11 - 20 |  |  |  |  | X |  | **ENVIRONMENT** | | | | | | |
| 21 - 35 |  |  | X |  |  |  | Inside |  |  |  |  |  | X |
| 36 - 50 |  |  | X |  |  |  | Outside |  |  |  |  |  |  |
| **HAZARDS** | | | | | | | Heat | X | | | | | |
| Blood Borne Pathogens | | | | Mechanical | | | Cold | X | | | | | |
| Electrical  Radiant  | | | |  | Burns | | Dusty |  | | | | | |
| Explosive  | |  |  |  | Other | | Noisy |  | | | | | |
|  |  |  |  |  |  |  | Humid | X | | | | | |