

ALF Dietary Services Director

DEPARTMENT: Dietary
SUPERVISOR: Executive Director

FLSA STATUS: Non-Exempt
DATE: July 1, 2018

AREA OF SUPERVISION: Dietary Department

DUTIES AND RESPONSIBILITIES

To plan, organize, develop, and direct the over all operation of the Dietary Department in accordance with federal, state, and local standards, guidelines, and regulations governing the facility. This includes production and service of high-quality meals; organize, supervise, and train dietary employees; purchase food and supplies; provide a sanitary and infection free environment; participate in the assessment process; write care plans; prepare menus; make decisions. To assure that quality nutritional services are provided on a daily basis and that the Dietary Department is maintained in a clean, safe, and sanitary manner.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

ESSENTIAL FUNCTIONS:

1. Directs all dietary functions and services in the department.
 - Is responsible for knowing, understanding, and conveying to other dietary staff personnel the Federal and State rules and regulations regarding dietary requirements and is responsible for either enforcement within the scope of the Dietary Department.
 - Is responsible for food purchase, production, and timely service of meals
 - Develops cleaning schedules and other dietary management tools.
 - Assists in development of dietetic policies and procedures.
 - Plans menus, conferring with a dietary services consultant as needed, to ensure that menus conform to nutritional standards and government and established regulations and procedures.
 - Supervises cleaning procedures to ensure safe and sanitary conditions are maintained within the food service department, including kitchen, dining room, and freezers. Assist in cleaning procedures as needed.
 - Inspects Dietary Department regularly to ensure that is safe and sanitary dining room observation; food waste; monthly temperatures studies; establish practice of serving hot food hot and cold food cold; observe for over-production of food and improper preparation of foods; and establish insect and rodent control procedures.
 - Maintains and keeps food records as follows: menus as served; substitution menu records; number of meals served; purchase and food cost records; meal census, diets; purchase records; and monthly staffing patterns.
2. Ensures safety of all residents, visitors and staff.
 - Insure staff attends annual fire safety training.
 - Consider safety first and never extend beyond knowledge and experience.
 - Report unsafe conditions immediately.
 - Submits accident/incident reports.

- Investigate on-the-job injuries and correct the problem and/or restrictions the employee may have as necessary. Obtain approval from HR Director prior to accommodations.
3. Provides fiscal management for department operations to ensure proper utilization of finances.
- Plans, schedule, supervise and inspect Dietary Department to ensure schedules are met, budget constraints are adhered to and quality of work is high.
 - Purchases food products from vendors approved by the facility
 - Maintains cost records and works to meet budget guidelines.
 - Schedules required major equipment purchase and special projects as preapproved and assigned.
 - Purchases equipment and supplies as necessary or required. All purchases must be preapproved.
 - Reviews billing from vendors for accuracy.
 - Meets budget guidelines for food and labor costs
4. Supervises all personnel in the department.
- Supervises staff which involves interviewing, hiring, training, motivating, performance evaluations, wage administration, discipline, safe work practices, and termination.
 - Assures that all dietary staff attends required training in hazardous communication and safety as established by OSHA guidelines.
 - Maintains safe working conditions and practices in the department
 - Trains staff in proper work practices when they are oriented to the department and continues safety and infection control training on a regular basis.
 - Ensure staff have Serv Safe Training as required.
 - Monitors staff to assure they are following established safety and infection control policies and procedures including body mechanics and ergonomics.
 - Maintains attendance record of dietary employees and when appropriate counsels
 - Reviews schedules, time punches, PTO requests to submit biweekly for payroll.
 - Schedules work hours and assignments also reviews and checks staff work performance and is responsible to see that each shift is properly staffed.
5. Performs the following dietary duties
- Maintains the standardize recipes in which the recipes are adjusted to the size of the facility.
 - Serves meals on time.
 - 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.
 - Assures that food and supplies are available for use by dietary personnel.
 - Processes new diet orders and diet changes when received from nursing.
 - Ensures snacks and nourishments are provided to residents as requested.

- Plans and assists in preparation and service of holiday and special meals and functions.
 - Visits residents to do initial record food preferences, and promote quality food service. Instruct new residents concerning when meals are to be served, coffee time, and convey methods of serving nourishment.
 - Ensures dietary staff follow menus for therapeutic diets as ordered by the resident's physician.
 - Inspects storage areas on a weekly basis for proper temperatures, cleanliness, and order.
6. Plans and present in-service programs for the Dietary Department.
 7. Ensures maintenance of equipment.
 8. Attends and participates in department head meetings.
 9. Performs related duties as assigned or as the situation dictates.

Risk Exposure Categories:

- 1=Tasks may involve exposure to blood/body fluids.
- 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3=Tasks do not involve any risk of exposure to blood/body fluids.

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Never 0 hours	Occasionally (1-33%) .1 – 2.6 Hours	Frequently (34-66%) 2.7 – 5.2 Hours	Continuously (67-100%) 5.3+ Hours
Standing/Walking:				X
Sitting:		X		
Lifting /Carrying 0-10 lbs.		X		
Lifting/Carrying 11-20 lbs.		X		
Lifting/Carrying 21-25 lbs.		X		
Lifting/Carrying 26-50 lbs.		X		
Lifting/Carrying 51-70+ lbs.	X			
Pushing/ Pulling 0-10 lbs.		X		
Pushing/Pulling 11-20 lbs.		X		
Pushing/Pulling 21-25 lbs.		X		
Pushing/Pulling 26-50 lbs.		X		
Pushing/Pulling 51-70+ lbs.	X			
Climbing/Balancing:		X		
Stooping:		X		
Squatting:		X		
Kneeling:		X		
Reaching:			X	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe residents				X
Color Perception: (Red, Green, Amber)			X	
Animals/Plants		X		

MENTAL/REASONING REQUIREMENTS

Reading Simple Writing – Complex Analysis/Comprehension
 Reading-Complex Clerical Judgement/Decision Making
 Writing – Simple Basic Math Skills

EXPOSURES

Airborne particles Explosives Muscular Strain Temperature
 Caustics Fumes Noise Toxicants
 Chemicals High places Odors Vibration
 Electrical Current Moving Parts Physical abuse Vision strain
 Slippery Floors Weather

WORK AREA AND ENVIRONMENT

Office, kitchen, freezers, refrigerators, loading dock, dining room, resident rooms, and throughout the facility.

QUALIFICATIONS

Education: High school diploma or equivalent. Must be a graduate of an approved dietary manger's course that meets the state and federal care regulations. If not a graduate, the employee must be presently enrolled in a Dietary Services Director course or be enrolled with four months of the next approved Dietary Services Director course. Graduation from a course in food service supervision which meets the standards established by the American Dietetic Association or a graduate of another course in food service supervision with 90 or more hours in classroom instruction with on-the-job counseling by a dietitian.

Experience: Previous experience in the dietary department of a health-care Facility preferred

License/Certification/Registration: Must be able to obtain certification as a Dietary Services Director.

Continuing Education: As required by state laws and regulations

Professional Memberships: Recommended and encouraged

Job Knowledge: Ability to read, write, and use mathematics and units of measurement, knowledge of menus, recipes, food purchasing, preparation, and storage, ability to supervise and manage, knowledge of facility policies and procedures. Must have basic knowledge of dietetic principles, food sanitation, and food service operation. Ability to read, understand and follow recipes direction, diet orders and work assignments. Able and willing to work flexible hours, such as during an emergency situation. Must be patient and tolerant toward staff, residents and family members.

Standards: Knowledge of and ability to meet regulations of: Centers for Medicare and Medicaid Services (CMS); State Health Department; State Food Codes; OSHA, Life Safety Codes; Facility Policies and Procedures

BASIC REQUIREMENTS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.