

Johnson Memorial Health Services

Job Description

Position: Dietary Manager
Department: Dietary
Reports To: Director of Older Adult Services
Days/Hours: 8 hour days, Monday-Friday
Effective: June 2009
Reviewed: January 2013

JOB SUMMARY

Provide management of the dietary department to provide quality food and nutritional services to residents. Supervise staff and give clinical direction. Maintain departmental day-to-day treatments, monitor and prioritize workflow and schedules. Assist in hiring, training and reviewing performance of staff. Assure food service is in compliance with nutritional, safety, sanitation and quality standards, state and federal regulatory requirements. Ensure adherence to departmental policies and procedures.

ESSENTIAL FUNCTIONS

- Supervise the dietary department accomplishing the objectives of the department and the facility objectives.
- Supervise food production, sanitation, and safety guidelines in the dietary department to meet the requirements of regulating agencies.
- Implement the dietary component of the physician's plan of care. This includes the delegation of tasks to accomplish all components in carrying out the plan of care.
- Manage the production of a meal (supervision of fellow employees) so that the meal is flavorful, attractive, and therapeutically correct and served in a timely manner.
- Coordinate with other departments in implementing the nutritional care of a resident.
- Assist in the preparation and monitoring of the department budget on an annual basis.
- Check inventory, create order forms, check in delivery of stock and maintain inventory systems.
- Assist in recruiting, hiring, orientation, and training of new personnel.
- Deal with disciplinary action in the department.
- Plan menus and modified diets.
- Plan work schedules and job schedules for the department.
- Attend Resident Care Conferences.
- Communicate both verbally and in writing with staff, residents, and visitors. This includes working jointly with other departments to care for residents.
- Work with various personalities in supervising the dietary staff.
- Establish daily procedures and provide day to day implementation of procedures.
- Work with fellow employees to meet the objectives of the department.
- Follow sanitation guidelines as specified in the Dietary Policy Manual.
- Work around heat of stove/oven and steam from food/steamer.
- Plan own work schedule based on needs of department.
- Work in an environment that exposes one to communicable diseases.
- Other duties as assigned.
- Will know and follow JMHS standards of behavior

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess leadership qualities. Must be able to secure the cooperation of dietary personnel and other department personnel.
- Able to work productively and positively with the administrator, other department heads, and the Consultant Dietitian.
- Must enjoy geriatrics and possess the ability to work well with other people.
- Must have advanced understandings of dietary management, quality food production and therapeutic nutrition and sanitation practices.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- Must be a graduate of an approved Dietary Manager’s course that meets the requirements for state and federal long term care regulations.

SUPERVISORY RESPONSIBILITIES (if applicable):

- Oversee dietary department employees (Dietary Aides, Cooks)

MINIMUM PHYSICAL REQUIREMENTS (if any): (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

In an 8 hour workday, employee must:									
	(Hours at full capacity for each activity)								
Position	None	1	2	3	4	5	6	7	8
Sit					X				
Stand				X					
Walk			X						

Employee’s job requires he/she:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop		X			Bend to pick up food, etc
Squat		X			Squat to reach objects
Crawl		X			To retrieve objects
Climb (Height 2 ft)		X			Use ladder
Reach above shoulder level		X			Loading carts, shelves
Crouch		X			To retrieve objects
Kneel		X			
Balance		X			Holding objects
Push/Pull (# of lbs. 50)		X			Pushing steam table

Employee’s job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.		X			Food, supplies, etc.
11-24 lbs.		X			Food, supplies, carts
25-34 lbs.		X			Team lift with co workers
35-50 lbs.		X			Team lift – such as 50 lbs potatoes
51-74 lbs.	X				
75-100 lbs.	X				
Over 100 lbs.	X				

Job requires employee must use feet for repetitive movements as in operating foot controls:		
Repetitive movements with foot controls:	YES	NO
Right		X
Left		X

Job requires employee use hands for repetitive action such as:							
Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand	X		X		X		
Left Hand	X		X		X		
Both Hands	X		X		X		

Does the employee's job require:			
Activity	YES	NO	Describe if Yes
Working on unprotected heights?	X		Use of ladder to clean or reach objects
Working on uneven terrain?		X	
Working on wet/damp surfaces?	X		Spills, washing dishes
Operating moving equipment?	X		Mixers, carts, steam tables
Operating vehicles?	X		Car to bring MOW meals to clients
Use of tools?	X		Hammer, pliers, etc.
Use of telephone?	X		Incoming and outgoing calls
Use of keyboard/computer terminal?	X		Charting, menus, etc.
Working under time pressure?	X		Deadlines for charting, having food ready for meals, meeting residents needs
Working rapidly for long periods?	X		Serving food to residents
Working alone?	X		Often working independently
Close work?	X		
Good vision (close/distance/peripheral & depth perc)	X		Reading, charting, notes
Good color vision?	X		
Good hearing?	X		Communicating, PA system, phone use
Good speaking?	X		Need good communication skills to interact with residents and other staff
Reading?	X		Care Plans, charting, menus
Writing?	X		Charting, communicating, making menus
Simple arithmetic?	X		Cost of supplies
Mathematics?	X		Budget, knowing how much food to make for each meal, ordering the right amount of ingredients/food
Weighing and /or measuring?	X		Preparing meals (Cooking and Baking)

The work environment where the job is carried out:			
Job environment:	YES	NO	% of Day Spent
Indoors	X		100%
Outdoors	X		1% x
At a desk or bench	X		75%
In a car or truck	X		1% %
In an office	X		75%

Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?	X		Possibility due to working in healthcare
Chemicals/respiratory hazards?	X		Cleaners
Noise?	X		Repairs and alarms
Dust, fumes & gases?	X		Cleaning
Extreme heat or cold?	X		Oven, steam from food/steamer, freezer/frig

Cramped areas?	X		Storage areas, freezer/frig
Working close to electrical current?	X		Outlets, oven, microwave, steamer, computer, etc.
Other hazards?	X		Burns

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
	X	X		X	

MENTAL DEMANDS:

Does the employee's job require:		
Activity:	YES	NO
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	X	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	X	
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	

DISCLAIMER:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

RECEIPT ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, **do** **do not** need accommodations under the Americans with Disabilities Act.

Employee Printed Name: _____

Employee signature: _____

Date: _____