

Dietary Director

Reports To	Administrator
Department	420
FLSA Status	Exempt
EEO Classification	Professional

Successful candidates are expected to comply with the general attendance policies.

Successful candidates are expected to comply with all safety policies and procedures.

Primary Purpose

The Dietary Director will be responsible for the supervision of all Dietary Department functions, as well as planning, organizing, directing, and controlling the use of resources under the direction of the Administrator.

General Description

The Dietary Director shall be responsible for assuring dietary standards and policies are developed, effectively communicated and maintained. Responsible for following all regulations both state and federal. Accountable for all food safety, sanitation, and employee training standards.

Responsible for consistent, accurate and timely data entry in MDS, Point Click Care and individual Resident Care Plans. Responsible for identifying and implementing nutritional interventions on all significant weight changes. Accountable for ensuring effective collaboration with Registered Dietitian, DON, and management team. Actively participate in positive resident experience through provision of restaurant quality service, special events, and individualized dining preferences.

Responsible for effective budget management including development of multiple vendor relations. Excellent staff management expected including staff selection, training, scheduling, labor relations, and performance management.

Essential Duties

	Duties	Frequency
1	Ensure that overall high quality foods and nutritionally balanced meals are provided to residents with high regard for resident's right of choice.	10%
2	Oversee daily operations of the Dietary Department and actively participating in daily operations as required to ensure restaurant quality preparation and service is maintained.	25%
3	Develop, maintain, and document resident nutritional needs and	15%

- preferences through completion of timely nutritional interviews, updating resident diet orders, writing modified special diets as prescribed by physician, and attending care conferences. Responsible for monitoring each resident's weight and investigating unexplained weight changes and appropriately documenting related activity in PCC, MDS, and making Care Plan modifications as necessary.
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| 4 | Supervision of Dietary staff including preparation of department schedule as directed by union contract, maintaining attendance, training and performance records, conducting staff development and team development activities, reviewing department payroll, and effectively addressing any safety, performance or interpersonal concerns. | 20% |
| 5 | Responsible for managing dietary budget and ensuring high quality food required is purchased according to planned menu. Plans non food purchases such as equipment, supplies, sanitation supplies, dining ware, and/or seasonal items. Responsible for planning for appropriate equipment maintenance/replacement costs, training costs, and licensing costs. | 10% |
| 6 | Coordinate with Registered Dietitian to plan all meals for the facility. Menu development should be inclusive of input from residents, staff, and facility management. Menu should reflect nutritional requirements, variety of alternative selections, and seasonal selections. | 5% |
| 7 | Coordinates with facility management to enhance resident experience. Provides leadership in developing special food events such as resident picnics, honorary meal services, holiday celebrations, and other themed events for residents and guests. | 5% |
| 8 | Oversees or completes routine administrative tasks, record keeping and data collection including intake reports, menu distribution, cleaning schedules, temp records, guest meals, cleaning logs, food waste logs, resident meal satisfaction, etc. | 10% |

Other Duties

Duties

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| 1 | Presents a positive public image to residents, families, staff, physicians, and visitors. Contributes to team cohesiveness, promotes new ideas, respects peers, and creates a pleasant work atmosphere. |
| 2 | Attends mandatory inservices as required. Attends all other inservices as requested by department manager or Administrator. |
| 3 | Maintains confidentiality of resident related information in compliance with HIPAA regulations. Respects confidentiality of the organization, department, staff, residents, and families. |
| 4 | Accepts assignments designated by supervisor in a positive manner. Is flexible in changing assignments with little notice to accommodate residents and facility needs. |
| 5 | Adheres to all safety policies and procedures. Responds appropriately to fire, tornado, and disaster alerts and drills. Follows facility and department safety environmental and infection control standards. |

- 6 Adheres to dress code. Is neat and clean in appearance. Wears nametag at all times while on duty. Follows the facility/department dress code.
- 7 Other Duties as assigned

Minimum Experience And Qualifications

Education: High School Diploma/GED
 Certified Dietary Manager (CDM)
 Minnesota Certified Food Protection Manager (CFPM) required
 Serve Safe Certificate Required

Experience: 3 year(s) required in Demonstrated excellent interpersonal and communication skills.
 3 year(s) required in Proficient use of technology including Microsoft, Electronic Charting, Electronic ordering and basic media platforms..
 1 year(s) preferred in food service management.
 1 year(s) preferred in Long Term Care.
 1 year(s) preferred in quality cooking.

Physical Demands

Physical activities typically performed while on the job.

Activity	Frequency	Hours
Bending/Stooping	Occasionally (10%-29%)	
Climbing—Stairs, Ladders, Slope	Occasionally (10%-29%)	
Crawling	Seldom (1% to 9%)	
Grasping/Handling	Frequently (55%-79%)	
Kneeling	Periodically (30%-54%)	
Neck Flexion/Extension	Constantly (80%-100%)	
Reaching Forward	Constantly (80%-100%)	
Reaching Overhead	Occasionally (10%-29%)	
Standing	Frequently (55%-79%)	
Twisting	Occasionally (10%-29%)	
Walking	Occasionally (10%-29%)	

Physical Effort

Physical effort typically applied while on the job.

Lift/Carrying	Distance	Activity	Frequency
0 - 1 lb.			Frequently (55%-79%)
1.1 - 10 lbs.			Frequently (55%-79%)

11 - 25 lbs.	Frequently (55%-79%)
26 - 50 lbs.	Occasionally (10%-29%)
51 - 75 lbs.	Seldom (1% to 9%)

Pushing/Pulling	Distance	Activity	Frequency
0 - 1 lb.			Frequently (55%-79%)
1.1 - 10 lbs.			Frequently (55%-79%)
11 - 25 lbs.			Frequently (55%-79%)
26 - 50 lbs.			Occasionally (10%-29%)
51 - 75 lbs.			Seldom (1% to 9%)

Mental And/Or Visual Demands

Mental and/or visual demands typically sustained while on the job.

Demand	Frequency
Ability to care for those who may be unpredictable	Occasionally (10%-29%)
Ability to quickly react to stressful situations	Occasionally (10%-29%)

Work Conditions

Work Conditions typically encountered on the job.

Condition	Frequency
Biological Agents	Seldom (1% to 9%)
Chemical Agents	Occasionally (10%-29%)
Dust	Never
Excessive Cold	Seldom (1% to 9%)
Excessive Heat	Never
Fumes, Odors	Seldom (1% to 9%)
Noise	Seldom (1% to 9%)
Solvents, Petroleum Products	Seldom (1% to 9%)
Vibration	Never

Job Specific Conditions/Demands

Job Specific Conditions and demands typically encountered on the job.

Condition/Demand	Frequency
Driving–Vehicle/Equipment	Seldom (1% to 9%)

Hearing	Constantly (80%-100%)
Indoors	Constantly (80%-100%)
Outdoors	Seldom (1% to 9%)
Power Tools/Equipment	Never
Talking	Periodically (30%-54%)

By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organizational goals and objectives; that compliance with all applicable legal considerations has been met, and that the employee understands the job requirements.

Employee	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Supervisor	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Human Resources	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Physician	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>