COUNTY OF DEKALB
Job Description

NURSING HOME JOB DESCRIPTION

JOB TITLE:  DIETARY DEPARTMENT – DIRECTOR
(Revised Position) Handwritten

GENERAL SUMMARY

Plans, directs and coordinates the activities of the Dietary Department to provide dietetic services to residents, employees, guests and approved special meetings.

PRINCIPLE DUTIES AND RESPONSIBILITIES

Develops department policies and procedures to provide direction of menu formation, food preparation, distribution and service, budgeting, purchasing, sanitation standards, safety practices, staffing and staff development, quality assurance programs; assure compliance with standard practices and regulatory agency requirements.

Responsibilities include management of food service personnel, food supplies and kitchen equipment, food production, and routing nutritional aspects of food services. Utilizes services of Dietitian (Consultant) as required for development of special diets and menus.

Prepares job duty lists, job descriptions, organizational charts and manuals covering all phases of departmental operations for use by employees.

Participates in Food Advisory Committee with residents.

Establishes departmental short-range plans and objectives within the scope of organization-wide policies, budgetary guidelines and common goals to provide a focus for departmental activities and employees in order to achieve the mission of DCNH.

Confers with other departments, regarding technical and functional aspects of dietary and food service.

Develops and implements a department quality assurance program to assure quality dietary service in a cost-effective, consistent and timely manner.

Collaborates in gathering nutritional data from residents and identifying dietary needs.

Manages implementation of dietitian's nutritional plans or dietary orders from physicians.

Develops and manages appropriate food service for residents.

Manages kitchen supplies and equipment using safety, sanitation, and efficiency principles.

Collaborates in developing external relations of facility with outside groups.

Collaborates in management of facility business operations, e.g., purchases, meal costs, wages.

Database manager for all dietary computer programs.

DIETARY DIRECTOR JOB DESCRIPTION

Supervises the work performance of Assistant Food Service Directors.

KNOWLEDGE, SKILLS, EXPERIENCE REQUIRED

1. Ability to be able to read, write, speak and follow oral and written English instructions.

2. Ability to be able to work cooperatively and productively with other employees at all levels.

3. Ability to project a positive image of the Home in dealing with residents, families, coworkers and public.

4. Bachelors degree from accredited institution with major in dietetics, foods and nutrition, food service management, and/or related field (desired but not required-equivalent experience considered).

Generally must have 3 to 5 years experience in food service in a long-term care setting with knowledge and experience in food purchasing, preparation, recipe development, menu planning for general and modified diets, nutritional assessments and clinical nutritional care and anthropometric measurements in determining nutritional status plus completion of program approved by Dietary Managers Association (Certified Dietary Manager preferred).
DIETARY DEPARTMENT - DIRECTOR (Continued)

Thorough knowledge of Federal, State and Local laws and regulations pertaining to institutional food service safety and sanitation. Ability to attend professional meetings and conferences to keep informed of current practices and trends in the field of dietetics and nutrition in long-term care.

Working conditions/Time requirements:
In Dietary Department: menus, recipes, production, 60% of time employee matters, update records, schedules, and food order.

Database Management: Gerimenu updates 10% of time
Dining room and nursing floors: Consulting with residents. 10% of time other departments staff and residents.

Special projects and Report generating. 10% of time
Meetings: Morning Report, Department Head, Safety Committee, etc. 10% of time

PHYSICAL REQUIREMENTS
1. Able to operate/and use dishmachine, blenders, coffee urn, toaster, dumb-waiter, microwave, knives, serving utensils.
2. Able to stand 10% and walk 10% of working day.
3. Able to communicate orally and/or in writing with residents, co-workers, families, and public.
   Occasionally Stoop, bend, squat, kneel, climb stairs, twist.
   (0-33%) Lift and carry 25 pounds.

   Constantly Stand, walk and sit.
   (67% +)

SUPERVISION
Given: Assistant Dietary Directors
Received: Administrator

This description is intended to be a general statement regarding this position and not to be considered a detailed assignment. It may be modified by DeKalb County Nursing Home to adjust for changes. I understand the above 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 activities.

I have read the job description for this position and understand that it will be a basis for evaluating my performance.

___________________________________________________________  _______________________________
Signature Date

___________________________________________________________  _______________________________
Administrator Date

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