

Category 1, 2, 3, 4
Universal Precautions
Apply (Circle One)

DIRECTOR OF FOOD SERVICES JOB DESCRIPTION

Department: _____ Date of Hire: _____

General Purpose:

To assist in planning, organizing, developing and directing the overall operation of the Dietary Department in accordance with current federal, state and local standards governing the facility, and as may be directed by the Administrator, to ensure that quality nutritional services are provided on a daily basis and that the Dietary Department is maintained in a clean, safe and sanitary manner.

Qualifications:

- * Must be a Registered Dietitian or Certified Dietary Manager in good standing with the State of Alabama or in training to satisfactorily complete the requirements to become a Registered Dietitian or Certified Dietary Manager
- * Must be at least 18 years of age
- * Completion of elementary education or otherwise show ability to read, write and follow oral and written directions
- * Must speak and understand English
- * Previous experience in a supervisory capacity
- * Positive attitude toward the elderly

Essential Job Functions:

A. Dietary Functions

Duties:

Supervise and direct the Dietary Department and assist in planning, developing, organizing, implementing, evaluating and maintaining its programs and activities; ensure an ongoing quality assurance program; coordinate dietary services and activities with nursing services and other related departments; assist in developing, reviewing and planning normal, special and therapeutic

diet plans for residents; ensure meals are prepared and served in accordance with menu and diet preferences and established portion control procedures; maintain proper records to ensure that residents' diets are in compliance with physicians' orders; ensure proper storage of raw and leftover foods; inspect and maintain storage rooms, utility rooms and other areas of the Dietary Department; and, ensure control of equipment and supplies.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, reaching, bending, lifting, grasping, fine hand coordination, pushing and pulling, ability to distinguish smells, tastes and temperatures, ability to read and write in English, ability to communicate with residents, personnel and support agencies and ability to remain calm under stress.

B. Personnel Functions

Duties:

Assist in recruiting, interviewing, hiring, counseling, disciplining and terminating dietary personnel; document and coordinate personnel actions with the Personnel Manager or Administrator; schedule department work hours including vacation and holiday schedules, personnel, work assignments, etc. to expedite work; delegate administrative authority, responsibility and accountability to other dietary personnel as deemed necessary to perform assigned duties; and, coordinate services to ensure that daily dietary services can be performed without interruption.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English, ability to communicate with personnel and support agencies and ability to remain calm under stress.

C. Inventory and Planning Functions

Duties:

Recommend to the Dietitian, Dietary Manager and/or Administrator the food, equipment and supply needs of the Dietary Department; assist in the order and purchase of food, equipment and supplies as necessary, including interviewing and dealing with food, supply and equipment vendors; assist in developing and monitoring adequate and cost effective inventory control procedures; make periodic inspections of food, supplies and equipment to ensure that adequate levels are maintained and that equipment is available and working properly; forecast needs of the department and assist in preparing and planning the Dietary

Department's budget for food, equipment, supplies, and labor and submit to the Administrator for review; and, maintain current written records of department expenditures.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, reaching, bending, ability to read and write in English and ability to communicate with residents, personnel, vendors and support agencies.

D. Residents' Rights Functions

Duties:

Maintain resident confidentiality; treat residents with kindness, dignity and respect; know and comply with Residents' Rights rules; monitor dietary services to ensure that residents' dietary needs are met; ensure that all dietary service personnel are knowledgeable concerning residents' nutritional needs; and, review, promptly report to the Administrator and maintain written records of all resident complaints and grievances.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with residents and ability to remain calm under stress.

Other Job Functions:

A. Care Plan and Assessment Functions

Duties:

Assist in developing for each resident preliminary and comprehensive assessments of the dietary needs and written dietary care plans that identify the dietary problems and/or needs of the residents and the goals to be accomplished for each dietary problem and/or need identified; ensure that all dietary personnel are aware of the care plans and that care plans are used in providing daily dietary services to the residents; review nurses' notes and monitor residents' weights to determine if the care plans are being followed and if the residents' needs are being met; and, identify and monitor high-risk residents, ensuring that any special needs and requirements are met.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with residents and personnel and ability to read and write in English.

B. Safety and Sanitation Functions

Duties:

Assist in developing, implementing and maintaining safety standards, written aseptic and isolation techniques, programs for monitoring communicable and/or infectious diseases among residents and personnel and procedures for reporting hazardous conditions or equipment; ensure that dietary service personnel maintain habits of good personal hygiene; ensure that dietary service personnel follow established infection control procedures when isolation precautions become necessary; ensure that dietary service personnel understand and follow Universal Precautions, established safety rules, fire and disaster procedures and departmental policies and procedures; and, ensure cleanliness of dietary service work areas, storage rooms and preparation areas.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with personnel, ability to read and write in English and ability to distinguish smells.

C. Staff Development Functions

Duties:

Attend, direct and participate in orientation, training and in-service educational activities.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to understand and instruct dietary service personnel concerning training and in-service education.

D. Administrative Functions

Duties:

Attend and participate in various committees and meetings of the facility; evaluate and implement recommendations pertaining to dietary services; meet with dietary personnel on a regularly scheduled basis and solicit advice from inter-department supervisors concerning the operation of the Dietary Department; ensure that quality control measures are continually maintained;

and, make sure that appropriate protective clothing and devices are on hand for handling infectious waste and/or blood and body fluids.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with personnel and support agencies and ability to read and write in English.

E. All Other Duties as Assigned

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice and that I am an at-will employee.

Date

Employee

Supervisor