# Dietary Services Manager

**Position Description:** Will have overall responsibility for ordering food, preparing meals and supervising staff in serving our residents in each of the homes. In this central role, the Dining Services Manager will prepare eye-appealing, tasty meals that nurture our Residents and the Community.

**Qualifications:** Experience with food products, advanced cooking techniques, food cost planning, control procedures, reporting, costing, purchasing, daily production planning and standardized recipes. Dietary Manager or Culinary Arts Degree desired. If you do not have a Kitchen Manager License upon hire you will be required to pay for the course and submit Licensure within 90 days of hire. If licensure is not obtained within 90 days you will be subject to termination.

**Duties and Responsibilities:**

* + Will order foods and prepare meals as directed by the Menu Plan.
  + Will supervise implementation of all special diets and restrictions.
  + Train and supervise staff in appropriate preparation and serving of meals.
  + Work closely with Activity director to coordinate celebrations, community events and theme nights.
  + Responsive to Residents and their families.
  + Dedication to understanding issues in Dementia that will allow for a model Dining Program.
  + Exemplify “person-directed” care and the mission statement, its Residents and Families.
  + Menus are to be posted for one month in advance on a form with a licensed dietician’s signature. Changes to that menu can be made but the changes must be equally nutritious.
  + An accurate history of what was served must be kept and available.
  + An alternative meal must be planned and posted daily
  + The kitchen is to be sanitary in accordance with State Guidelines
  + Must keep at least seven day supply of food at all times in case of emergency
  + Food storage areas are to be neat, clean and orderly
  + Meet and qualify the State Rules and Regulations for food service employees
  + Must have taken and passed a food sanitation course acceptable to the State Department of Health.

## Operations

* Participate in weekend management rotation.
* Ability to handle emergency situations professionally.
* Maintain team focus and winning attitude with all staff.
* Accept special assignments as indicated by Administrator or Management.

**Reports to:**

* Administrator

Dietary Manager (Printed) Dietary Manager’s Signature Date