



Director of Dietary
Certified Dietary Manger, CDM Orientation

Employee Name: _____

A. General Orientation was completed on: _____

B. Job Specific Orientation below.

Criteria	Information Source	Employee Signature	Instructor Signature	Date
Personnel Requirements				
Tour of Dietary Department and Facility Units	RD/CDM/FSS			
Dress Code and Appearance	RD/CDM/FSS			
Cell Phone Use in the Kitchen	RD/CDM/FSS			
Dietary Employee Meals	RD/CDM/FSS			
Lunch & Break Times – Clocking out for Lunch	RD/CDM/FSS			
Smoking Policy	RD/CDM/FSS			
Dietary Communication Forms	RD/CDM/FSS			
Relationships and proper conduct with Residents, Families, Co-workers, Other Departments, Visitors	RD/CDM/FSS/Clinical Nutrition Nurse			
Confidentiality of Resident Information	RD/Clinical Nutrition Nurse			
Work & Holiday Schedule	RD/CDM/FSS			
Personal Hygiene Standards	RD/CDM/FSS			
Handwashing Techniques	RD/CDM/FSS			
Proper Use & Disposal of Gloves	RD/CDM/FSS			

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How to report Equipment that needs to be repaired	RD/CDM/FSS			
Kitchen Safety Rules	RD/CDM/FSS			
Accident Prevention and Reporting	RD/CDM/FSS			
Safety Equipment Location and Use <ul style="list-style-type: none"> • Eye washing Station • Fire Suppression System • Fire Extinguisher • Gloves for 3 Compt. Sink • Potholders 	RD/CDM/FSS/ Maintenance Director			
Food Safety				
Bacteria and Disease	RD/CDM			
Food Spoilage	RD/CDM			
Food Temperatures <ul style="list-style-type: none"> • Storage • Handling • Temperature Danger Zone 	RD/CDM			
Time & Temperature	RD/CDM			
General Food Handling Techniques	RD/CDM			
Receiving and Inspecting Food	RD/CDM/FSS			
Food Storage <ul style="list-style-type: none"> • Dry Storage • Refrigeration • Freezer 	RD/CDM/FSS			

Criteria	Information Source	Employee Signature	Instructor Signature	Date
Recording Cooler & Freezer Temperature <ul style="list-style-type: none"> • What to do if temperatures are not in range 				
Leftovers – How to Label and Date	RD/CDM/FSS			
Storeroom Organization	RD/CDM/FSS			
How to handle and return dented and damaged Cans	RD/CDM/FSS			
Cooking Food to Proper Temperature	RD/CDM/FSS			
Preparing in Advance <ul style="list-style-type: none"> • How to hold at proper temperature • Proper food storage 	RD/CDM/FSS			
Serving & Holding Prepared Food	RD/CDM/FSS			
Cooling Food	RD/CDM/FSS			
Reheating Food	RD/CDM/FSS			
Managing Leftovers	RD/CDM/FSS			
Preventing Cross-Contamination of Foods	RD/CDM/FSS			
Facility Policy on food brought into facility by residents/families	RD/CDM/FSS			
Cleaning & Sanitizing				
How to Handle Clean Equipment to Prevent Contamination	RD/CDM/FSS			

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Operation and Sanitization of Dietary Equipment: <ul style="list-style-type: none"> • RoboCoupe • Blender • Thermometer • Other: _____ 				
Maintaining a Sanitary Kitchen	RD/CDM/FSS			
Sanitizing the Kitchen using the proper chemicals	RD/CDM/FSS			
Daily Cleaning Schedule	RD/CDM/FSS			
Garbage Disposal	RD/CDM/FSS			
Cleaning Supplies	RD/CDM/FSS			
Sweeping and Mopping	RD/CDM/FSS			
Chemical Storage	RD/CDM/FSS			
MSDS Sheets	RD/CDM/FSS			
Food Safety Standards for Employees	RD/CDM			
Dishwashing Machine Procedures - Recording of Temperatures	RD/CDM/FSS			
Triple Sink Washing Procedures - Recording of Temperatures	RD/CDM/FSS			
Washing and Handling Silverware	RD/CDM/FSS			
Food Production				
Recipe Book	RD/CDM/FSS			
Organizing Ingredients	RD/CDM/FSS			
Tasting Prepared Food	RD/CDM/FSS			
Portion Control	RD/CDM/FSS			
Condiments	RD/CDM/FSS			

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Kitchen Utensils for: <ul style="list-style-type: none"> • Measuring • Scoops/Sizes • Ladles/Sizes • Spoodles/Sizes • Scales 	RD/CDM/FSS			
Quantity Food Production	RD/CDM/FSS			
Common Can Sizes	RD/CDM/FSS			
Pan Sizes	RD/CDM/FSS			
Weights and Measures	RD/CDM/FSS			
Cutting Guide	RD/CDM/FSS			
Abbreviations	RD/CDM/FSS			
Dysphagia Food Preparation	RD/CDM/FSS			
Six Small Meals a Day	RD/CDM/Clinical Nutrition Nurse			
Production Census – Count of Residents by Diet Type for Meal Preparation	RD/CDM/FSS			
Use of Herbs/Spices in Cooking	RD/CDM/FSS			
Glossary of Menu and Cooking Terms	RD/CDM/FSS			
Prescribed Therapeutic Diets	RD/CDM/Clinical Nutrition Nurse			
Modified Texture Diets	RD/CDM/Clinical Nutrition Nurse			
Hydration Plans	RD/CDM/Clinical Nutrition Nurse			

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Resident Preferences	RD/CDM/ Clinical Nutrition Nurse			
Dysphagia Food Preparation	RD/CDM/FSS			
Menu Mechanics	RD/CDM			
Following a Planned Cycle Menu	RD/CDM			
Menu Item Alternates	RD/CDM			
Menu Substitutions	RD/CDM			
Reading a Menu Production Sheet	RD/CDM			
Adjusting Serving Sizes	RD/CDM			
Recipe Mechanics	RD/CDM			
How to follow a recipe	RD/CDM			
Meal Service				
Temperature check and recording of tray line foods.	RD/CDM/FSS			
Tray Line Procedures	RD/CDM/FSS			
Tray Presentation	RD/CDM/FSS			
Dietary Meal Serving Times	RD/CDM/FSS			
Tray Cart Line-Up and Delivery Times	RD/CDM/FSS			
Tray Tickets	RD/CDM/Clinical Nutrition Nurse			
How to set up a Resident Tray	RD/CDM/FSS			
Reading tray tickets	RD/CDM/FSS			
Adaptive Equipment	RD/CDM/FSS			
Nourishment Times	RD/CDM/FSS			
Nourishment Labels and Documentation Sheet	RD/CDM/FSS			

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Nourishment Preparation and Delivery	RD/CDM/FSS			
HS Snacks for All Residents	RD/CDM/FSS			
Isolation Trays	RD/CDM/FSS			
Dietary Inservices – Required Attendance	RD/CDM/FSS			
Dietary Management				
Introduction to Dietary Software system <ul style="list-style-type: none"> • Data Entry • Customer Support 	RD/CDM/ Clinical Nutrition Nurse			
Maintaining weekly menus as served	RD/CDM/FSS			
Maintaining list of menu changes for RD approval	RD/CDM			
Introduction to Food Service Vendors	RD/CDM			
How to place a food order	RD/CDM			
How to inventory all food and supplements and create a weekly order guide	RD/CDM			
Creating dietary employee schedule	RD/CDM			
Keeping dietary office clean and organized	RD/CDM			
How to obtain resident preferences	RD/CDM/ Clinical Nutrition Nurse			
Resident Meal Tickets <ul style="list-style-type: none"> • Routine Tickets • Selective Tickets Ensure all tickets are accounted for prior to meal service.	RD/CDM			

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Dietary Communication Forms – Where to file	RD/CDM/FSS			
Disaster Food Preparedness <ul style="list-style-type: none"> • What items to have in stock • Quantity of food & water to have on-hand • Menus to follow during a disaster 	RD/CDM/FSS			
Conducting and scheduling required dietary monthly inservices <ul style="list-style-type: none"> • Ensure employees have handouts • Ensure employees have supplies (pen/paper) to make notes. 	RD/CDM			
Filing of inservices with Staff Development Coordinator.	RD/CDM			
Maintaining area for dietary employees to keep inservice binders.	RD/CDM			
Managing the Dietary Budgets <ul style="list-style-type: none"> • spend down sheets • Understanding PPDs Calculating budgets based on PPDs	Administrator/ RD/CDM			

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Capital Requisitions	Administrator/ RD/CDM			
Dietary QA Process	RD/CDM			
Monitoring Compliance with Employee Documentation on Temperature Logs, Cleaning Schedules, etc.	RD/CDM/FSS			
Job Description	Admin or RD			