

DIRECTOR OF DIETARY RD OR CDM



JOB DESCRIPTION

| | |
|-----------------------------------|--|
| Department | Food and Nutrition Services |
| Reports to | Administrator or Registered Dietitian |
| Reporting to this position | FSS, Dietary Aides, Dietary Cooks |
| Job Classification | Department Manager |
| Position Purpose | Plans, organizes, supervises and directs all administrative and operational activities of the Food and Nutrition Services Department |

Required Qualifications

Minimum requirements include one of the following:

- ❖ Licensed Registered Dietitian or Certification as a dietary manager, CDM.
- ❖ Certification as a food service manager.
- ❖ Has similar national certification for food service management and safety from a national certifying body.
- ❖ Meets State requirements for food service managers or dietary managers.
- ❖ Two years' experience in foodservice management. Prior experience in healthcare foodservice preferred.

Major Duties and Responsibilities

Oversees the budget and purchasing of food and supplies, and food preparation, services, and storage.

Maintains a clean and sanitary environment.

Overseeing safe and timely meal preparation, including the provision of meals and/or supplements in accordance with residents' needs, preferences, and care plan.

Monitors regular and therapeutic diets, including texture of foods and liquids to meet the specialized needs of residents.

Participates in interdisciplinary team meetings.

Participates in QAPI activities when food and nutrition services are involved.

Dietary Management Assigned Tasks

- ❖ Recruits, interviews, hires, trains, coaches, evaluates, rewards, disciplines, and when necessary, terminates employees working in the Food and Nutrition Services department.
- ❖ Develops work schedules to ensure adequate staff to cover each shift.
- ❖ Monitor budgets for cost-effectiveness and manage any revenue generating services.
- ❖ Uses forecasts, food waste records, inventory, and equipment records to plan the purchase of food, supplies, and equipment.
- ❖ Follows standards and procedures for preparing food.
- ❖ Participates in menu planning including responding to resident preferences, substitution lists, therapeutic diets, and industry trends.
- ❖ Inspects meals and ensures that standards for appearance, palatability, temperature, and serving times are met. Ensures that foods are prepared according to production schedules, menus, and standardized recipes.
- ❖ Manages the preparation and service of special nourishments and supplemental feedings.
- ❖ Ensures safe receiving, storage, preparation, and service of food. Protects food in all phases of preparation, holding, service, cooking, and transportation.
- ❖ Prepares cleaning schedules and maintain equipment to ensure food safety.
- ❖ Ensures proper sanitation and safety practices of staff.
- ❖ Ensures that all recording form are completed accurately and timely.
- ❖ Processes new diet orders and diet changes. Keeps diet cards updated.
- ❖ Completes the assigned MDS section according to required timeline.
- ❖ Determines resident diet needs and develops appropriate dietary plans in cooperation with registered dietician and in compliance with physician's orders.
- ❖ Reviews plan of care related to nutritional status. Documents concerns that can be resolved, improved, or addressed to improve the resident's nutritional status and eating function.
- ❖ Reviews, revises, and implements, in cooperation with the interdisciplinary team the resident's nutritional assessment and plan of care.
- ❖ Supports Consultant Registered Dietitian and/or Dietary Clinical Nurse/Clinical CDM duties as needed.

Additional Tasks

- ❖ Treats all residents with dignity and respect. Promotes and protects all residents' rights.
- ❖ Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
- ❖ Follows appropriate safety and hygiene measures at all times to protect residents and themselves.
- ❖ Maintains confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
- ❖ Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or administrator. Protects residents from abuse, and cooperates with all investigations.
- ❖ Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Participates in all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.
- ❖ Reports work-related injuries and illnesses immediately to supervisor.

- ❖ Follows established infection control policies and procedures.
- ❖ As a condition of employment, completes all assigned training and skills competency.

Personal Skills and Traits Desired/ Physical Requirements/Working Conditions

- ❖ Ability to read, write, speak and understand the English language.
- ❖ Must be a supportive team member, contribute to and be an example of team work.
- ❖ Ability to make independent decisions when circumstances warrant such action.
- ❖ Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- ❖ Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- ❖ Must not pose a threat to the health and safety of other individuals in the workplace.
- ❖ Must be able to move intermittently throughout the workday.
- ❖ Meets general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary.
- ❖ Ability to assist in evacuation of residents during emergency situations.
- ❖ Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
- ❖ May be subject to falls, burns from equipment, and/or odors throughout the day; encounter reactions from dust, tobacco smoke, disinfectants, and other air contaminants.
- ❖ Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
- ❖ May be subject to hostile or emotional residents, family members, visitors or personnel.
- ❖ Effective verbal and written communication skills and ability to exercise judgement.
- ❖ Basic computer skills.
- ❖ Mathematical and numerical skills.
- ❖ Organizational skills.
- ❖ Positive interpersonal relationship skills, including with persons of all ages and cultures.
- ❖ Current awareness of relevant regulations and standards of care.
- ❖ Works in well-lit, ventilated area. Atmosphere is warm for cooking.
- ❖ May be exposed to heat/cold temperatures in the kitchen/storage areas.
- ❖ Subject to frequent interruptions.
- ❖ Communicates with medical and nursing staff, and other departments.
- ❖ Subject to call-back during emergency conditions.

Universal Precautions Risk Classification Categories:

1. Task may involve exposure to blood and/or body fluids.
2. Tasks do not involve contact with blood and/or body fluids but could result in performing category 1 task.
3. Task do not involve any risk of exposure to blood or body fluids.

*The classification for this description is a **Category 2**.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned by the Administrator. Periodic revision may be necessary to reflect changes in expectations placed on long term care by the Department of Health and Human Services (HHS). This job description will be reviewed and/or revised by the Administrator annually and as needed.

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results which usually exceed the standards identified for the performance factors rated.

Reasonable Accommodation Statement

Consistent with the Americans with Disabilities Act (ADA) and Alabama Civil Rights Laws, it is the policy of Generations of Red Bay to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above job description and understand the requirements and expectations of the position of Dietary Manager at *Generations of Red Bay*.

Employee's Signature

Date

Administrator's Signature

Date