

Code: 4344

Title: *DIETETIC SERVICE MANAGER - EXTENDED CARE FACILITY*

SUMMARY: Manages an extended care facility dietetic service by assessing nutritional needs, developing and implementing nutritional care plans and managing all kitchen related operations and housekeeping functions.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, implements and maintains dietetic service policies and procedures;
Supervises and schedules dietetic and food service staffing;
Establishes safety and sanitary practices in the food service and preparation areas to ensure compliance;
Interprets Federal, State and local regulations pertaining to proper storage of all food supplies according to County and Federal guidelines;
Generates purchase requisitions and is responsible for the receipt, inspection, storage and inventory of food supplies and kitchen equipment;
Provides technical guidance and direction to food service staff for food preparation and meal services;
Documents and maintains manual and computer based records and prepares reports as required;
Meets with professional medical staff to assist in establishing and implementing dietetic menu plans based on the nutritional needs of extended care residents;
Participates in the development of the division budget and monitors dietetic and food service expenditures;
Formulates resident menus and maintains current menu cycle;
Manages food catering services with the functions of other County departments;
Conducts quality control reviews of subcontractor housekeeping service providers and monitors contractor performance;
May function as acting administrator in the absence of the Nursing Home Administrator.

KNOWLEDGE & SKILLS:

Knowledge of:

- the principles and practices of the operations of an extended or long term care facility;
- theory and practices of dietetics, nutrition, specialized diets, meal planning and food preparation;
- regulatory procedures for food storage, handling, safety and sanitation in compliance with State, County and other regulatory agency requirements;
- principles and procedures of purchasing, inventory maintenance and kitchen and food supply requisitions;
- monitors the maintenance of food preparation equipment and monitors expenditures within budgetary constraints;
- principles of training and supervision techniques.

Skill in:

- planning and developing clinical and specialized dietary meal plans for extended or long term care facility residents;

- directing kitchen staff in food preparation and serving activities within an extended or health care facility;
- requisitioning and maintaining food supply inventory, food processing equipment and evaluating staff within budgetary constraints;
- supervising and reviewing housekeeping and custodial activities for an extended care facility;
- meal planning, food preparation and coordination of food catering services.

MINIMUM QUALIFICATIONS:

(1) A Bachelor's degree from an accredited college or university in dietetics, nutrition, home economics, restaurant management or a closely related field and three years of progressively responsible food service management experience in a hospital or similar health care environment.

(A Master's degree from an accredited college or university in one of the above mentioned fields may substitute for one year of progressively responsible food service management experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: Registration as a Registered Dietician (RD) by the American Dietetic Association (ADA) is required at time of appointment. Required registration/licenses/certifications must be maintained as a condition of employment. Failure to maintain required registration/licenses/certifications shall be grounds for termination.

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a low risk of exposure to blood-borne pathogens. In accordance with OSHA and Pima County guidelines Tuberculin (TB) screening, Hepatitis B vaccinations and safety training and equipment will be provided.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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