

Code: 4347

Title: DIETARY SERVICES MANAGER

SUMMARY: Organizes, coordinates and manages all dietary service functions and activities in an institutional setting such as a hospital or other public health care facility.

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

Organizes, coordinates and manages therapeutic dietary, catering, cafeteria and public food service activities;

Provides technical guidance and direction to staff for diet planning, food preparation, meal serving and nutritional instruction, food storage, handling and processing, calorie counts, temperature requirements and contaminants;

Evaluates employee performance, makes recommendations on hiring, termination, and related personnel activities and initiates progressive discipline process as necessary;

Oversees the quality and service of patient and non-patient meals to insure that the patient's nutritional needs and standards are being met;

Participates in the provision of direct patient care as directed by the needs of the organization, which includes conducting nutritional assessments, developing and implementing nutrition care plans, providing nutrition education and follow-up care;

Plans menus and identifies food requirements for special functions and catered events;

Insures that all quality control and assurance standards are met;

Oversees the food and kitchen supply requisitioning, receipt, inspection, storage and inventory activities;

Establishes, implements and maintains dietary services policies and procedures;

Coordinates dietary services with the functions of other hospital departments;

Participates in the development of operating and capital equipment budgets and short- and long- range goals, objectives, programs, policies and procedures relevant to dietary services;

Develops and implements the use of standardized recipes to ensure quality foods are prepared and served in accordance with the menu and nutrition prescription.

KNOWLEDGE & SKILLS:

Knowledge of:

- the principles and practices of supervision, purchasing, inventory control and supply requisitioning as related to large-scale institutional food service operations;
- theory and practice of dietetics and nutrition science;
- health hazards in food service activities and the necessary precautions;
- the principles, practices and techniques of supervision and management;
- problem research, analysis and resolution techniques.

Skill in:

- developing, implementing and maintaining operational procedures and techniques to provide maximum efficiency of large-scale food services within budgetary guidelines;
- establishing and maintaining effective working relationships with staff, doctors and patients;
- implementing, understanding, researching and following State, County and other regulatory requirements, statutes, ordinances, and laws pertaining to clinical nutrition services;
- developing, implementing and maintaining operational procedures and techniques;

- analyzing service requirements as applicable to areas of responsibility and implementing operational programs/changes to meet identified needs;
- researching and analyzing organizational problems and activities and recommending appropriate solutions and resolutions;
- supervising and evaluating the work of others;
- preparing budgets;
- communicating effectively.

MINIMUM QUALIFICATIONS:

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

(A Master's degree from an accredited college or university in one of the above mentioned fields may be substituted for up to one year of the non-supervisory food service experience requirement.)

OTHER REQUIREMENTS:

Licenses and Certificates: Registration as a Registered Dietitian (RD) by the American Dietetic Association is required at the time of appointment. Maintaining current registration as a Registered Dietician is required as a condition of employment. Failure to maintain registration 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.