

*Code: 4349*

*Title: DIETARY SERVICES AND PROCUREMENT DIRECTOR*

**SUMMARY:** Plans, administers and directs the technical and administrative operations of the dietary services and procurement functions 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.)

Plans, directs and administers inpatient/outpatient therapeutic dietary, catering, cafeteria and public food services, to include nutrition screening, assessment, education and food services;

Manages the operation of the procurement function including vendor/contract negotiations and bid specifications;

Supervises the implementation of the departmental quality control/quality management processes by ensuring data is accurately collected and measured, action is taken when necessary and results are reported to the Quality Management Department;

Insures that all Quality Assurance Standards are met by developing quality monitors, collecting data and evaluating results required for accreditation;

Develops division short- and long-range goals, objectives and programs;

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

Establishes and policies, procedures and standards for safety, therapeutic dietary support, food production, services and sanitation and procurement operations;

Formulates department budget, projecting workload, staffing and supply needs, monitoring financial indicators and takes action to ensure departmental performance in achieving budget;

Ensures compliance with accreditation and licensure requirements;

Projects capital equipment needs for division's five-year plan, providing specifications and justification for purchase, calculating cost/benefits and projected payback periods.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of financial and personnel management, supervision, budget development and quality management and improvement processes;
- health care organization accreditation standards and health regulations;
- theory, principles and practices of dietetics and nutrition science and procurement operations.

Skill in:

- planning, administering and managing the activities of a large-scale institutional food service operation;
- developing short- and long-term goals for a department;
- developing policies, programs and procedures to improve operations;
- developing, submitting and monitoring an annual budget;
- communicating effectively;
- supervising managerial, professional, supervisory and support staff;
- analyzing and interpreting data, developing reports and making recommendations to administration, clinical professional staff and outside accrediting bodies;

- leading interdepartmental process improvement teams.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university in dietetics, nutrition, food science, food service management or a related field and four years of 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 cited disciplines may substitute for one year of the aforementioned food service management experience.)

(Experience as a clinical or community dietician may substitute for up to one year of the food service management experience on a year-for-year basis.)

OTHER REQUIREMENTS:

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