



ASSISTANT DIETARY MANAGER

POSITION DESCRIPTION

The **ASSISTANT DIETARY MANAGER** supervises and coordinates activities of all employees involved in food production and service. They use skilled food preparation and sanitation techniques to prepare and serve hot and cold food items as determined by menus and production schedules, judging quality and quantity of products. Responsibilities also include ordering, receiving, storing food and inventory control. They also assist in maintaining a positive physical, social and psychological environment for the residents while maintaining resident comfort.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- a) Adhere to Bay Bluffs' Agreement of Belonging at all times.
- b) Respect and honor Resident centered care.
- c) Supervise food service to Residents, staff, employees and guests.
- d) Provide oversight for the planning of special dinners and parties and supervise the food service for these functions.
- e) Purchase food and supplies from approved vendors. Maintain adequate inventories.
- f) Schedule food production based on required menu items of approved cycle menus, organization's standardized recipes, approved portion sizes, resident census and estimated customer count.
- g) Issue written instructions, specifying portion control measures. Supervise food production and serving to insure compliance with instructions.
- h) Planning and revising individualized cycle menus with coordination of the Consultant Dietician and Certified Dietary Manager as needed.
- i) Accountable for cost and quality of dietary department services.
- j) Responsible for hiring, scheduling, recordkeeping, supervising, training, promoting and discharging employees.
- k) Maintain optimum standards of sanitation and safety in addition to strict compliance with local, state and federal regulations.
- l) Ensure Disaster Menu is updated and accessible to Dietary employees.
- m) Assist in ensuring customer service standards for the department are met or exceeded.
- n) Ensure tray card system is kept up to date and tray cards are printed daily.
- o) Responsible for Certified Dietary Manager's non-clinical duties, as assigned, in his/her absence.
- p) Perform all other duties as assigned by the Administrator.

QUALIFICATIONS

Education:

Must possess, as a minimum, a high school diploma, or equivalent (GED).

Experience:

At least two years of related experience, or a four-year bachelor's degree and food service experience.
Must be ServSafe certified.

Specific Requirements:

1. Must be able to cook a variety of foods in large quantities.
2. Knowledge of dietary procedures and names and contents of dishes, etc.
3. Initiative in problem anticipation, prevention and solving.
4. Knowledge of pertinent medical terminology.
5. Communication skills to include diplomacy, good judgment and other interpersonal skills. Excellent verbal and written communication skills are necessary.

Physical Requirements:

1. Must be able to bend, stoop, squat, lift, stir and move intermittently throughout the workday.
2. Must be able to cope with the mental, physical and emotional stress of the position.
3. Must be in good health and demonstrate emotional stability.
4. Must be able to lift equipment and supplies weighing up to 50 lbs.
5. Must be able to taste and smell food to determine quality and palatability.

POSITION AUTHORITY AND ACCOUNTABILITY:

Position reports to: Certified Dietary Manager

Position supervises: None

SUMMARY OF OCCUPATIONAL EXPOSURES:

Blood-Borne Pathogens: The employee signing this job description **may have a reasonably anticipated risk** of exposure to blood borne pathogens; but not limited to blood and / or other infectious material, as the result of duties required to perform his / her job.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **COOK** and agree to perform the identified essential functions in accordance with the organization’s established procedures.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will either by the organization or myself and that such termination can be made with or without notice.

Date

Assistant Dietary Manager

Date

Administrator