

Richland County

Position Description

Position Title: Dietary Manager

Department: Dietary

Reports to: Pine Valley Administrator

Pay Grade: H

Date: 09/12/2024

Hours per week: 40

Purpose of Position

Manages and oversees operations and staff of dietary department ensuring nutritional and food safety needs of residents are met with efficient and high-quality services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees daily operations of kitchen and staff functions ensuring compliance with health, safety and sanitation standards set by regulatory bodies.
- Develops and implements department policies and procedures.
- Prepares nutritionally sound menus for residents: meets with residents and discusses food preferences, weight management, and plan of action.
- Manages department staff: Participates in employee recruitment and selection and recommends hiring, discipline and discharge decisions. Assigns and schedules work activities, trains, monitors and evaluates work.
- Prepares and enters progress notes on residents' weights and dietary needs and discussions.
- Responsible to maintain stocks and inventory of food and supplies including preparing purchase orders, contacting vendors, and monitoring shipments.
- Develops, implements and evaluates a Quality Assurance Program for the department.
- Prepares and completes dietary compliance rounds to maintain standards and policies for cleanliness, labeling, equipment and infrastructure.
- Maintains employee refrigerator and salad bar.
- Prepares, presents and implements department budget.
- Oversees office activities, prepares and maintains reports, files, etc.
- Collaborates with Activities Department on food projects for residents.
- Coordinates special employee events including holiday meals for staff and their families.
- Maintains knowledge of current food preparation and food safety techniques.
- Provides resident services by responding to inquiries, addressing concerns, and maintaining quality standards.
- Participates in committees, trainings and meetings.
- Performs other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and specialized training/education in food service and one year relevant experience or combination of education, training and experience to provide the necessary knowledge, skills and abilities. Must obtain Dietary Manager and ServeSafe Certifications within one year of hire.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge and Abilities

- Knowledge of food service techniques and practices.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources including interpretation of guidelines, policies and procedures.
- Ability to set policies and goals for the department, with top management guidance.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to moderate work, involving standing, stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull up to 50 pounds.

Working Conditions

- Work is performed in an indoor setting including kitchen and dining areas.
- Work is primarily light duty with the ability to lift, carry or push up to 50 pounds.
- Exposure to cold, heat, odors, grease, wet and slippery conditions as well as kitchen equipment such as mixers, ovens, freezer, industrial dishwasher, washer and dryer, etc.
- This position may be occasionally exposed to mental effort and stress as well as angry or confused persons.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check and fingerprinting will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with

disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date