



# Dietary Manager

**Orchard Manor** is recruiting for a Dietary Manager. This position, under the supervision of the Administrator, plans menus, establishes standards of quality and service; plans, organizes and controls activities of department to meet standards; establishes master staffing patterns and work schedules; provides supervision to staff and serves as a resource person to them; insures that a trained work force is available; prepares necessary reports and related duties as assigned.

## Minimum Qualifications

### Education:

1. Associate Degree in Nutrition or related field
2. Certified Dietary Manager (CDM) or willing to obtain within two years

### Experience:

1. Two years' experience in food service preparing meals in large quantities; geriatric setting preferred
2. Two years' supervision experience; geriatric setting preferred

**How to Apply:** An [Orchard Manor Employment Application](http://www.co.grant.wi.gov) and job description may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) (click on Employment Opportunities) or by contacting Orchard Manor's HR/Payroll Assistant at (608)723-2113. An Orchard Manor Application is required and will be accepted at the following location.

**HR/Payroll**  
**Orchard Manor**  
8800 Hwy 61  
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Dietary Manager

**DEPARTMENT/ AGENCY:** Orchard Manor

**IMMEDIATE SUPERVISOR:** Administrator

**PAY GRADE:** H

**FLSA:** Exempt – Professional

### **NATURE OF WORK**

Under the supervision of the Administrator, plans menus, establishes standards of quality and service; plans, organizes and controls activities of department to meet standards; establishes master staffing patterns and work schedules; provides supervision to staff and serves as a resource person to them; insures that a trained work force is available; prepares necessary reports and related duties as assigned.

### **MINIMUM QUALIFICATIONS.**

#### **Education:**

3. Associate Degree in Nutrition or related field
4. Certified Dietary Manager (CDM) or willing to obtain within two years

#### **Experience:**

3. Two years' experience in food service preparing meals in large quantities; geriatric setting preferred
4. Two years' supervision experience; geriatric setting preferred

#### **Knowledge, Skills and Abilities:**

1. Strong organization and leadership ability required
2. Able to be on call when necessary
3. Expected to respond to emergency situations involving the safety of residents, other employees and the facility. This includes the ability to assist with a possible evacuation of residents. Must participate in Orchard Manor emergency plan as assigned

### **ESSENTIAL FUNCTIONS**

1. Assures delivery of quality nutrition and food services
2. Communicates and interprets Orchard Manor policies, standards, and procedures to department employees
3. Participates with the administrator and the dietician in establishing objectives and standards in regard to food quality, variety and service
4. Develops department methods and procedures to meet objectives and standards
5. Completes required MDS assessments
6. Plans menus for nutritional adequacy, subject to approval of Dietary Consultant
7. Coordinates all menus to achieve maximum utilization of personnel, food and facility
8. Obtains explanations from appropriate personnel for deviations from standards and attempts to prevent recurrence
9. Remains aware of technical developments in the area of food service and nutrition and evaluates their applicability in Orchard Manor
10. Establishes standards for the performance of personnel and instills the necessary interest and desire in personnel to meet such standards
11. Directs the selection, training, assignment and evaluation of staff
12. Approves or initiates disciplinary action as appropriate
13. Provides supervision of department employees
14. Participates in grievance hearings at the first step
15. Has safety responsibility for department and employees
16. With assistance maintains and establishes safety, infection and environmental control policies and procedures for the department

17. Responsible for quarterly Quality Assurance studies
18. Hold staff meetings at least monthly and keeps records
19. Determines physical needs and makes appropriate recommendations
20. Establishes specifications for food and equipment purchases
21. Ensures compliance with department budget
22. Coordinates department activity with the needs of other departments
23. Make adjustments in work assignments as needed
24. Plans for the long-range personnel needs of department
25. Serves as member of the Care Plan team
26. Evaluates nutritional status of each resident every three to six months, as policies dictate
27. Meets with consulting dietician as often as necessary concerning nutrition/dietary problems of residents
28. Coordinates with nursing service concerning eating habits and problems with residents' intake or any other nutritional problem noticed by nursing staff
29. Assures that dietary staff is aware of the signs of changing eating habits of residents
30. Holds in-service and training programs as needed
31. Fill-in for staff as necessary
32. Work cooperatively with all departments

**SUPERVISION RECEIVED:**

Work is performed using independent judgment; reports to the Administrator

**SUPERVISION EXERCISED:** Supervises the Dietary staff

**ENVIRONMENTAL FACTORS**

Primary working areas are the dietary areas and the office in the kitchen, but also includes work in all areas of Orchard Manor for the purpose of resident contact, review, and charting

**Equipment Used:** Must be knowledgeable regarding operation, sanitation and safety of all equipment

**Strength:** Able to lift 50 pounds unassisted

**Mobility:** Occasionally needs to kneel, twist, climb stairs, and be exposed to extreme changes in temperature – checking temperatures and food supplies in the freezer

**Manual Dexterity:**

1. Computer skills
2. Able to instruct employees on proper procedures of equipment
3. Simple manipulative skills are required to manipulate a cart with supplies through doors, up ramps
4. Able to use hands and arms to manipulate food supplies while reaching various heights: floor, knee, waist, shoulder, and overhead.

**Speech:** Able to articulate clearly and understand English to communicate with food vendors and other staff members

**Sensory requirements:**

1. Able to see close to read labels, instructions, and food orders
2. Able to hear normal sounds and voices with some background noises to answer phone and to communicate with staff and residents
3. Able to see objects 7 feet away to identify potential hazards
4. Able to attend to task for long periods of time
5. Able to understand and relate to specific ideas generally several at a time and relay information to other professionals
6. Able to follow, complete, and remember verbal and written messages, information and task assignments for 8 hours
7. Able to read, write, and communicate in English to develop policies, standards and procedures, and to interpret these for other staff members

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only, and not intended to imply a written or implied contract of employment. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.