**JOB DESCRIPTION**

**JOB TITLE:** Dietary Services Director

**DEPARTMENT:** Dietary and Clinical Nutrition Services

**REPORTS TO:** Executive Director

**FLSA:** Exempt

**SUMMARY:** Directs the Dietary and Clinical Nutrition Services department while complying with nutritional standards, government regulations and internal procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING (OTHER DUTIES MAY BE ASSIGNED):**

Responsible for the overall dining services program

Maintain quality of food provided

Monitor efficiency of food production and purchasing

Participate in budget planning

Ensures compliance with sanitation

Participates on designated committees and meetings

Participates in menu planning

Addresses resident, family and staff concerns

Submit reports and invoices timely

Quality vending

Follow established policies and procedures

Follow HACCP standards and procedures

Scheduling

**SUPERVISORY RESPONSIBILTIES:** Food Service Manager(s), Registered Dietitian(s), Diet Technician or Dietitian’s assistant, Food Service Supervisors/Cooks and Dietary Aides

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE,** **CERTIFICATES, LICENSES, REGISTRATIONS:** Bachelor’s degree in Nutrition, Food Service or management field or current manager certification from the Association of Nutrition and Food Professionals(ANFP). Preferably 2-3 years of experience in a long term care or a continuing care situation.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, resident and/or family members, or regulatory agencies. Ability to effectively present information to employees, residents and/or family members.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to site; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk, and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_