



## Job Description

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**Position Title:** Dietary Manager  
**Classification:** Nonexempt  
**Reports To:** Administrator  
**Date Created:** May 2017

### Summary/Objective:

The Dietary Manager is responsible for planning the dietary menu for our Assisted Living residents in compliance with Assisted Living regulations and SHO policies. This role is responsible for overseeing all dietary activities and may supervise one or more dietary employees.

### Essential Functions:

- Act to promote teamwork in providing the best possible dietary service to our residents with a focus on health and wellness
- Plan, organize and direct the dietary department which may include scheduling, training, hiring, firing and disciplining employees
- Ensure dietary policies and procedures are developed, implemented and executed accordingly
- Promotes a safe working environment by inspecting all equipment and ensuring employees are properly trained on equipment and food prep/cooking techniques
- Actively engages with residents to solicit input and feedback on meals to ensure house preferences are considered in menu planning
- May interact directly with resident families to obtain information regarding dietary restrictions
- Inspect kitchen, equipment, storage rooms, coolers and freezers for cleanliness in accordance with ACF and state regulations
- Plan meals in advance and order/shop for food accordingly while managing within the dietary budget
- Develops and maintains tested recipes for kitchen and/or other staff to reference during meal times
- Prep and cook meals in accordance with planned menus; serve food in accordance with portion control procedures
- Document any menu substitutions
- Monitor dietary department and dining rooms to assure dietary personnel are performing required duties to meet the needs of the residents
- Reports any accident/incident or hazards for employees or residents that occur in the kitchen or dining, no matter how insignificant
- Follow established infection control and universal precaution policies and procedures, as needed
- Develop cleaning schedule, assist in cleaning and monitor for compliance
- Adhere to all resident rights, including, privacy, confidentiality, and treating residents with dignity and respect at all times
- Perform other duties as assigned

**Work Environment:**

- Standing for long periods, sitting and walking intermittently
- Subject to falls, burns, odors, throughout the work day and the risk of injury from physical requirements of the job
- May be required to lift, push, pull and move equipment, supplies in excess of fifty pounds
- May be exposed to heat/cold temperatures in kitchen/storage area
- Is subject to exposure to infectious waste, diseases, conditions including HIV and Hepatitis B viruses

**Competencies:**

- Commitment to fulfilling the mission of Senior Housing Options, Inc. to provide safe, comfortable housing for seniors and people with disabilities
- Maintain a professional demeanor and respond with urgency
- Show strong teambuilding and interpersonal skills, exercise ownership over job duties and team performance
- Understanding of discretion needed in handling confidential information
- Self-directed, accountable for results and proactive; independent problem solver
- Ability to communicate clearly both verbally and in writing, including the ability to provide non-technical assistance in a simple, straightforward manner
- Demonstrate sensitivity to the concerns of residents and a commitment to dealing fairly with all
- Friendly, professional demeanor, positive disposition, tactful, patience and high ethical character even while dealing with difficult or upset residents
- Strong organizational and interpersonal skills; attention to detail
- Intermediate computer knowledge and typing skills; working knowledge of Microsoft Office Suite
- Respect for privacy and ability to maintain confidentiality of resident care information

**Education and Experience:**

- High school diploma or equivalent required; culinary training and education preferred
- Must have 3-4 years prior working experience in a kitchen environment required; experience providing food service in an Assisted Living facility preferred
- Prior working experience cooking and serving meals to an elderly and/or disabled population preferred
- Must have in-depth knowledge of state regulations; certified food service supervisor preferred
- Ability to read, write, speak and understand the English language fluently, and communicate verbally and in writing at a professional level
- Ability to organize, supervise and direct others that may or may not directly report to this position

**Expected Hours of Work:**

This role is considered full-time, working 40 hours per week. May work beyond normal working hours, on weekends and holidays. May be called during off hours to respond to emergency or unusual situations.

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**Employee Name & Signature**

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**Date**

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**Manager Name & Signature**

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**Date**

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. Senior Housing Options is an Equal Opportunity Employer (EOE), M/F/H/V.*