

Jurisdictional Class: Competitive
Adopted: August 2, 1985
Revised: January 1, 2019

DIETETIC SERVICE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing, and controlling the food service program of the Skilled Nursing Home Facility. The work is performed under general direction of the Nursing Home Administrator with wide leeway allowed for exercise of independent judgment in carrying out details of the work. Incumbent consultants with a Dietitian who is available to assist on nutritional aspects of the program including those related to special or therapeutic diets. The incumbent establishes and maintains reports pertaining to cost and inventory analysis. This position works closely with the Nursing Home Administrator to establish the dietary department's policies and procedures. Supervision is exercised over all subordinate food service personnel such as Cook/Managers, Cooks, Food Service Helpers, Dietary Aides, and others assigned to the department. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the preparation and serving of meals for patients, residents, and employees;
Directs purchase of all food as well as necessary equipment used in food preparation and service;
Prepares and maintains reports and detailed spreadsheets regarding the number and cost of meals served, inventory control, time and payroll records, etc.;
Attends and participates in meetings with other facility department heads and supervisors as required;
Oversees the care and maintenance of food service equipment and cleaning schedules;
Consults with a Dietitian regarding nutritional care of and special diets for residents;
Formulates menus and works with Care Plan Team and family members in developing meals for residents;
Consults with nursing staff on resident's weight records and changes in eating habits to formulate meal solutions;
Inspects food preparation and serving areas to insure acceptable sanitary standards are being met;
Manages and coordinates the resources of the dietary department to achieve adequate and efficient food service at maximum cost effectiveness;
Responsible for interviewing, hiring and scheduling of employees within the dietary department;
Directs in-service training programs for food service personnel and familiarizes new employees with their duties and responsibilities as well as continued training on up-dates for safety and educational standards as needed;
Assists the Nursing Home Administrator in preparation of the dietary departmental budget, which includes the purchase of all food and equipment to remain within dietary department's budget;
Assists the Nursing Home Administrator in the formulation and revision of policies and procedures for the dietary department;
Orients, evaluates and assigns employees as required for efficient and safe operation of the food service program in the facility;
Maintains resident's tray cards; which includes food preferences, portion size, and resident's pictures;
Maintains dining room seating charts for residents;
Operates computers in the preparation of reports or the maintenance of records as needed;
Performs other related activities as deemed necessary.

Dietetic Service Supervisor

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods, materials, and appliances used in large-scale food preparation and service;

Thorough knowledge of the relationship of meals and dining to health, restorative and rehabilitative regimens;

Thorough knowledge of the sanitary aspects of food preparation and service;

Good knowledge of food values and costs;

Good knowledge of food cost analysis procedures and inventory control;

Ability to plan, organize, direct and supervise the work of others;

Ability to coordinate all aspects of food service such as purchasing, preparation, service, and sanitation;

Ability to communicate effectively both orally and in writing;

Ability to operate computers;

Ability to prepare reports and maintain records;

Ability to follow oral and written directions.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in dietary or nutrition technology, food service administration or management and two (2) years of food service management experience in a health care facility; or

(b) Four (4) years of progressive food service experience in a health facility with at least two (2) years experience in a supervisory position; or

(c) An equivalent combination of training and experience as indicated in (a) and (b) above.

NOTE: A Bachelor's Degree in dietetics, nutrition or food service management can be substituted for the required food service management experience in (a).