**TITLE: Dietary Manager**

**EFFECTIVE DATE: January 24, 2019**

**REPORTS TO: Administrator**

**METHOD OF PAY: Salaried**

**PURPOSE OF POSITION:**

The primary purpose of the position is to plan, organize, develop and direct the overall operation of the Dietary Department in accordance with current federal, state, and local standards, guidelines and regulations governing our facility and as may be directed by the Administrator, to assure that quality nutritional services are provided on a daily basis and that the Dietary Department is maintained in a clean, safe, and sanitary manner.

**KEY STRENGTHS AND REQUIREMENTS:**

* Must possess leadership and supervisory ability and the willingness to work harmoniously with and supervise other personnel.
* Must be knowledgeable of dietary practices and procedures as well as the laws, regulations and guidelines governing dietary functions that pertain to long-term care.
* Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures of the Dietary Department.
* Must be able to read and interpret dietary cost reports and other financial data and participate in the development of the Dietary Department budget.
* Must be able to make independent decisions when circumstances warrant such action.

**EDUCATION:**

High school diploma or GED.

**EXPERIENCE:**

Must acquire and maintain current Serve Safe certification.