



Job Documentation

JOB TITLE: Nutrition/Food Services Manager	JOB CODE: 935
DEPARTMENT: Dietary	STATUS: Exempt
SUPERVISES: Dietary	ADDENDUMS: NA
REPORTS TO: Dietitian	EFFECTIVE DATE: December 2020
	REVISED ON: TBD

PRIMARY FUNCTIONS

The Nutrition-Food Services Manager is responsible for the organizations food services. They managing the nutrition of food services by managing the policies and procedures of patient meals and facility cafeterias, food preparation, sanitation and safety. Ensures performance standards are met and operates within budget. Supervises dietary staff.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- High school diploma or general education degree (GED) required
- 1-2 years' experience in managing a food service program preferred

Certificates, Licensure, Registrations

- Certification as a Registered Dietitian Nutritionist (RDN) Preferred
- Nutrition and Dietetics Technician, Registered (NDTR) preferred



GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

SIGNIFICANT DUTIES

- Plans and coordinates standards and procedures of food storage, preparation, and services
- Consults with dietitian to ensure menus are to nutritional standards, government regulations, and internal procedures
- Reviews patient diet information
- Able to modify menu to patient requests, or allergies
- Inspects food and food preparation equipment and storage areas
- Computes operating costs, maintains records, and prepares reports for administrative personnel
- Trains, schedules, and supervises lower-level food services staff.
- Collaborates with kitchen staff to plan menus,
- Oversee food preparation and service quality
- Able to provide cafeteria service
- Keeps inventory of supplies and performs predictive forecasting supply needs
- Prepares reports
- Ensures the safety and cleanliness of all food preparation, service, and work areas, equipment, tools
- Schedules and coordinates maintenance, repairs, and improvements to food services



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <i>(0-25% of day)</i>	Occasionally <i>(26-50% of day)</i>	Frequently <i>(51-75% of day)</i>	Continuously <i>(76-100% of day)</i>	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	



SIGNATURES

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date