

FAIRVIEW CARE CENTER JOB POSTING: **Certified Dietary Manager**

We consider all applicants regardless of race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital status, or any other legally protected status.

POSITION TITLE: CERTIFIED DIETARY MANAGER

DATE OF CLOSING: Open until Filled

REPORTS TO: Nursing Home Administrator

HOURS: Day hours with occasional evening and weekend

JOB PURPOSE: Plan, organize, develop, and direct the overall operation of the Dietary Department in accordance with current federal, state, and local standards and regulations. 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. Complete accurate assessments within facility timelines and develop appropriate plans of care for each resident.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Develop and maintain effective channels of communication and cooperation with other staff and departments.
2. Direct, implement, and monitor department systems to insure optimum nutrition is obtained.
3. Maintain practices to assure sanitation and safety standards are met.
4. Interview new admissions to determine food preferences and develop nutritional plan of care.
5. Hire, orientate, train, schedule evaluate, counsel, and discipline dietary staff according to facility policies.
6. Purchase supplies, food and equipment. Directs the receipt, storage, and issuance of food products.
7. Reviews, codes, and forwards invoices to Business Office within established time-frames and according to facility practices.
8. Maintain confidentiality of resident information.
9. Various other duties as assigned.

JOB REQUIREMENTS: Learn and apply the principles, methods, techniques, and attitudes required in the care and treatment of geriatric patients. Detect symptoms of disquiet, uneasiness, or other changes in the mental or physical condition of residents, which demand attention from a nurse or physician. Learn, understand and observe institutional rules, regulations, and policies. Follow detailed written and oral instructions. Establish and maintain effective working relationships with employees, residents, relatives, and the general public.

MINIMUM QUALIFICATIONS: Must have completed Dietary Manager Course and ServSafe Certified. Must complete a MN Department of Human Services Criminal Background Check.

**FOR FURTHER INFORMATION CONCERNING THE POSITION, PLEASE CONTACT:
FAIRVIEW CARE CENTER (507) 374-2578**