**SISTERS of NOTRE DAME (SND)**

**POSITION DESCRIPTION**

**TITLE**: Certified Dietary Manager **FLSA**: Exempt, Full-Time

**GENERAL SUMMARY**

As a skilled dietary manager, you will fit right in with our culture of excellence while you control, organize, plan, and lead your team in multiple dining areas. Responsible for the prep and serving of three meals daily. Manage employee training, scheduling, time keeping, and disciplinary actions. Provide leadership and guidance to ensure that food quality, safety standards, and client expectations are satisfactorily met.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Ensure strict compliance with health and safety regulations governing food preparation, serving, and departmental maintenance for multiple dining rooms.
2. Monitor and manage pre-meal preparation, portion sizing, and presentation to minimize waste and make sure that guests are presented with food that tastes and looks appetizing.
3. Review and effectively manage special diets and diet systems. Counsel residents and train staff regarding special needs diets.
4. Recruit, Interview, hire, train, coach, evaluate, reward and discipline employees when necessary.
5. Work as part of team planning menus on a regular basis while ensuring that fresh ingredients are utilized during appropriate seasons.
6. Order and receive deliveries of food and beverage supplies, ensuring that all deliveries match the content and quantities ordered following HACCP receiving guidelines.
7. Examine and respond appropriately to concerns regarding menu offerings, service, quality, and dining room accommodations.
8. Manage the team that executes the cleaning and serving tasks ensuring residents are served promptly and efficiently.
9. Responsible for reviewing and approving leave requests and monitoring employee time and payroll.
10. Manage inventory, food waste, and equipment maintenance while operating within Food Service budget.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. High School Diploma or equivalent.
2. 3-5 years of food service supervisory/management experience.
3. Registered dietetic technician, CDM/CFPP, or Bachelor’s degree in Food & Nutrition preferred.
4. Knowledge of state and federal food regulations.

**WORKING CONDITIONS**

1. This is a full-time position.
2. Ability to lift 40 pounds.
3. Ability to stand for long periods.
4. Every other weekend, and holidays required.

**ACCOUNTABILITY**

The Dietary Aide will report directly to the Director of Food Services.

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| **JOB TITLE:** | Certified Dietary Manager | **EVALUATION DATE:** | 9/2021 |
| **JOB CODE:** |  | **JD REVIEW DATE:** | 9/2021 |
| **DEPARTMENT:** | Food services | **GROUP:** |  |
| **REPORTS TO:** | Director of Food Services | **JOB BAND:** |  |
| **JD COMPLETED BY:** | Darnell Griffin | **FLSA:** |  |
| **JD REVIEWED BY:** |  | **DATE:** |  |
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| **JD APPROVED BY:** |  | **DATE** |  |