Job Description

Job Title: Dietary Manager
Reports to: Executive Director
Full Time: 40 hours per week (exact times to be determined)

Function:

The Dietary Manager effectively manages the Dietary Department to assure that the food service is safe, appetizing, and nutritious. The Dietary Manager reports to the Executive Director.

Qualifications:

- Completion of an approved educational program for nutrition and food service management (i.e. Dietary Managers Course with DMA membership preferred)
- Must complete the City of Houston Food Service Managers Certification Course
- Experience in quantity food production/services and nutrition care
- Ability to plan and direct the food service operation t meet the individual needs of the participants
- Ability to effectively supervise any dietary personnel
- Ability to manage the Dietary Department budget
- Ability to work with professional staff, other supervisors, participants, caregivers and volunteers
- Basic computer skills required

Responsibilities:

1. Prepares food for meals (lunch and two snacks) to meet participants' needs and nutritional requirements. Uses methods that conserve nutritive value and flavor. Insures foods are palatable, attractive and in the proper form to meet the individual needs of the participants.
2. Purchases food and supplies according to the Amazing Place menu and within the budgetary guidelines established by the facility. Maintains all cost records as required by administration.

3. Insures that sanitation and safety standards are maintained above levels which are acceptable according to State and Federal regulations.

4. Maintains all dietary records regarding participant preferences and diets. Coordinates with the Consultant Dietitian on nutritional assessments of the participants.

5. Insures participants receive the proper food items to meets their dietary needs and that food is served at the appropriate temperature for safety and palatability.

6. Participates in interdisciplinary meetings, all staff meetings and conferences as requested by the organization.

7. Performs other duties as may be assigned by the Executive Director.