

**Bibb Medical Center
Job Description**

Job Title: Director of Dietary
Department: Dietary
Reports To: CEO
Supervises: Dietary Employees
Prepared By:
Approved By:
Approved Date:
Employee Name:

GENERAL PURPOSE OF JOB

Directs and coordinates food service activities of hospital and nursing home by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plans and coordinates standards and procedures of food storage, preparation, and service; equipment and department sanitation; and employee safety.

Ensures that menus and department policies conform with nutritional standards, government regulations, and internal procedures.

Reviews patient diet information and discusses requests, changes, and inconsistencies with patient, professional staff, and/or resident food committee.

Inspects food and food preparation and storage areas.

Tastes, smells, and observes food to ensure conformance with recipes and appearance standards.

Attends meetings with employees, establishment, administrative, and/or regulatory personnel to discuss regulations, procedures, grievances, and recommendations for improving food service.

Computes operating costs, maintains records, and prepares reports for use of management or administrative personnel.

SUPERVISORY RESPONSIBILITIES

EDUCATION and/or EXPERIENCE

LANGUAGE SKILLS

Signature Date _____