Job Title: Culinary Manager	**Reports To:** SNF Administrator/Executive Director
Job Classification: Full-Time	
FLSA Status: Non-Exempt	**Revised Date:** April 2024

POSITION SUMMARY

The Culinary Manager (CM) is a leader of the dietary team. The CM organizes, directs and supervises the performance of all dietary functions and personnel. The CM maintains required records. The CM oversees training of dietary staff on proper food preparation, sanitary habits, general food storage and safety and appropriate presentation for residents/tenants. For the long term care setting, this position is responsible for gathering data and assessing information to help the consultant dietitian maintain appropriate care plans for residents.

GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Facility/Community and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the residents/tenants and staff members is the number one priority of their Facility/Community.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments, checking voicemails/emails as appropriate and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Plan menus for review by the Dietary Consultant
- Purchase or requisition of necessary food and supplies, including equipment.
- Supervise the receiving and storage of food, food preparation and service.
- In the long term care setting, assist the dietitian with the completion of the MDS, as assigned, within 14 days of the resident admission and revise quarterly and/or as changes occur for the resident.
- In the long term care setting, assist in the completion and implementation of the dietary progress notes, quarterly assessments and the resident care plans. Evaluate these quarterly or as needed when a resident experiences a condition change.
- In the long term care setting, assist the dietitian with the document of the resident's progress towards care plan goals.
- In the long term care setting, assist the dietitian with reviewing and revising each resident's care plas as necessary.
- Interview residents/tenants to determine specific needs and preferences upon admission.
- In the long term care setting, inform and educate residents about therapeutic diets.
- Maintain records of meal census, menus, seating charts, purchase records, weekly staffing, and equipment maintenance logs. Additional records of diet roster, diets served, supplements and snacks need to be maintained in the long term care setting.
- Maintain file of standardized recipes.
- Represent the dietary department in a positive way.
- Participate in employee selection, evaluation, and discipline/termination when necessary.

- Determine an adequate level of staffing for the dietary department according to standards and guidelines.
- Maintain dietary staff's personnel files in a confidential manner.
- Communicate pertinent information to dietary staff members and other departments if necessary.
- Prepare work and cleaning schedules.
- Plan and conduct in-service training programs.
- Assume responsibility for high sanitation standards.
- Ensure proper use and maintenance of equipment.
- Ability to maintain food and labor costs within the dietary budget.
- Work with the Administration/Executive Director and the Recreation Program Director to plan menus and provide special foods for parties and/or other scheduled programs.
- Maintain menus for recommended retention period.
- Plan food substitutions for residents/tenants who refuse or are unable to eat food served.
- Comply with established infection control and universal precaution procedures and monitor the dietary staff for the same compliance.
- Responsible for the safety of residents/tenants under his/her supervision.
- Keep updated records for the SDS sheets.
- Always follow Residents/Tenants Rights policies.
- Observe all facility/community safety policies and procedures including working responsibly to ensure personal safety.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- Accept and perform additional duties as assigned by your Administrator/Executive Director in a cooperative manner.

EDUCATION & EXPERIENCE REQUIREMENTS

- High School Diploma or equivalent required.
- Must have a Food Protection Manager Certification.
- For the long term care setting, a Certified Dietary Manager is preferred.
- 1-2 years of previous dietary experience in a healthcare setting is preferred.
- Leadership or management experience in a long-term care setting preferred.

REQUIRED SKILLS

- Assume responsibility and accountability for all jobs performed in the dietary department.
- Ability to work rapidly and under stress for short periods of time.
- Ability to work in a team environment, set a positive example and communicate effectively with staff and residents/tenants.
- A responsible, organized, and detail-oriented mindset.
- Refined time management skills and the ability to multi-task.

PHYSICAL REQUIREMENTS

- Ability to lift up to 50+ pounds or more with assistance. This position requires regular movements such as: grasping, kneeling, lifting, reaching, pulling/pushing, repetitive movement, standing, and stooping.
- An individual in this position will be exposed to: inside environmental conditions, physical, chemical, or respiratory hazards.

- An individual in this position may be exposed to Bloodborne Pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

EMPLOYMENT STATUS

This position is exempt and full time. The position requires at least 40 hours. Occasionally, time over 40 hours may be necessary in order to meet the requirements of the position. This position is considered full time, paid an annual salary, and is eligible for all employee benefits.

SCHEDULE EXPECTATIONS

This role may occasionally require work to be performed outside the regular hours of operation of the Facility/Community.

EQUAL EMPLOYMENT OPPORTUNITY

At your Facility/Community, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility/Community is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

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FACILITY/COMMUNITY NAME

_____ _____

EMPLOYEE SIGNATURE **DATE**

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE **DATE**

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Print Supervisor Name