

DIETARY COORDINATOR

Department: Dietary Approved By: _____

Date Written: 6/1/94 Date Revised: 11/21/17, 7/21/22

Supervisor: Wellness Supervisor

Supervises: People Supported working in Dietary Dept.

JOB SUMMARY: Coordinates and delivers the meal service program for Aspires' central kitchen. Oversees the teaching of work skills and work behaviors to participants of Aspire, Inc. Ensures services are delivered in an efficient manner as determined by the service team, using an interdisciplinary approach. Directs, coordinates, supervises, and monitors the assigned work area.

ESSENTIAL FUNCTIONS:

1. Provides job specific orientation and ongoing training to participants working in the Dietary Dept.
2. Completes performance evaluations of participants working in the Dietary Dept.
3. Provides ongoing diet related training to Direct Support Professional and other staff as appropriate.
4. Prepares lunch meal on weekdays in accordance with approved menus and diet orders, while also providing substitutions for known allergies.
5. Maintains food inventory and proper storage in accordance with applicable guidelines.
6. Completes all appropriate paperwork and maintains/updates diet order records
7. Consults with teams, as requested, regarding dietary needs of participants
8. Ensures adequate staffing patterns are maintained.
9. Records meal counts daily for the center and assures counts are submitted to the Business Office.
10. Monitors regularly for any concerns with meal count attendance and billing – and notifies Quality Assurance Coordinator as appropriate.
11. Reviews and approves leave requests and time sheets for participants working in the Dietary Dept.
12. Assures a routine cleaning and monitoring schedule is being followed to maintain a safe and sanitary environment as well as to keep equipment functioning properly.

13. Monitors for illness/injury of any employee and/or participant working in the kitchen that may present a health risk to others.
14. Orders and maintains the purchase of supplies, materials, and equipment.
15. Attends and responds to emergency situations as they arise.
16. Familiar with and complies to Aspire, Inc. policies and procedures.
17. Familiar with and complies to applicable accreditation standards.
18. Familiar with and complies to safety and sanitation regulations, while assuring those working in the Dietary Dept. and/or preparing food in supervised locations are following those as well.
19. Assures chemicals used for cleaning, disinfecting, and sanitizing are properly mixed, labeled, applied and stored.
20. Completes, obtains, disseminates, updates and files all applicable forms/reports.
21. Co-plans, conducts, and attends extracurricular activities, workshops, inservices, and meetings as necessary.
22. Orders/maintains adequate inventory.
23. Intervenes with immediate medical, behavioral, or emergency situations. This may include agency approved physical intervention techniques.
24. Advocates for the participants of Aspire. Ensures individuals choices and preferences are elicited and respected.
25. In conjunction with other members of the service team, determines specific goals and objectives for participants, and the methods by which these goals and objectives can be accomplished.
26. Must prioritize, organize, meet timelines, and be detail-oriented.
27. Must make important decisions and exercise discretion.
28. Must perform multiple tasks at one time.
29. Communicates effectively both orally and written.
30. Must be tactful, pleasant, and utilize a friendly approach when communicating with others.
31. Oversees vending machines in cafeteria and staff break room and works with vendor to get items as appropriate.

ADDITIONAL FUNCTIONS

1. Picks up/delivers items and supplies when needed.
2. Serves on and/or chairs agency committees as necessary.
3. Performs other reasonably related duties as assigned.

EDUCATION/EXPERIENCE/OTHER REQUIREMENTS:

1. High School diploma or GED.
2. Minimum of 1 year of dietary experience preferred. Combination of education and experience in working with people with developmental disabilities will be taken into consideration.
3. Must successfully complete ServSafe Certification
4. Valid drivers license, ability to pass agency's driver training course, and must be insurable under agency insurance policies.
5. Must successfully complete agency approved training and certifications.
6. Ability to stand, stoop, lift moderate weights, pull/push items, break down boxes, etc.
7. Must be able to follow a recipe, calculate measurements, and follow diet orders

Every effort has been made to make your job description as complete as possible; however in no way is it stated or implied that these are the only duties you are required to perform. Other related duties necessary to meet the needs of the organization may be assigned to you.

Employee Signature

Date Reviewed