



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

Position Title: Dietary Manager
Department: Care Center
Employment Status: Non-Exempt **Grade:** NE8
Open date: August 12, 2020 **OPEN UNTIL FILLED**

Job Summary

The Dietary Manager manages the Dietary Services Department to providing nourishing, palatable well-balanced diets that meet the daily nutritional and special dietary needs of each resident according to their comprehensive resident assessment and plan of care. Manages up to ten (10) employees in the preparation of attractive, nutritionally adequate meals served at proper temperatures and at appropriate times according to facility policies and procedures, consistent with state and federal laws and regulations and accepted nutritional standards. Responsible for care and sanitation of institutional food service equipment and work areas used for preparation, storage, and service. In collaboration with Dietitian, allocates department resources in efficient and economic manner to ensure each resident receives food in amount, type, consistency and frequency to maintain usual body weight and nutritional values. Mescalero care center reserves the right to adjust employment assignments as deemed necessary to facilitate the everyday operations of the facility.

Minimum Qualifications

- High School Diploma or GED. Successful completion or current enrollment in course approved by American Dietetic Association.
- DMA Certification or within 6 month of employment
- One-year institutional food service experience planning, preparing and serving regular and therapeutic diets in health care settings.
- Food Handlers, First Aid, and CPR Certification.
- Driving experience preferred.
- Must have a valid NM Driver's License.
- Must have reliable transportation.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- If required must have a negative Tuberculosis Test and pass a Physical Exam.

Tribal preference and Native American Indian preference shall apply to all positions.

Duties and Responsibilities

- Prepares food items with nutritional value and flavor according to standardized recipes and pre-planned menus.
- Prepares meals for the program participants.
- Prepares special meals for those with dietary restrictions.
- Ensures food preparation meet USDA regulations.
- Ensures all prepared food items are stored, served, and distributed at appropriate temperature with proper sanitation conditions implemented by the departmental policy and procedures.
- Prepares individual trays, plates, and portion control food according to resident's dietary needs: substitute's food requests and supplemental nourishments as directed.

- Coordinates cooking and plate set-up for trays and plates according to scheduled service and delivery times.
- Maintains equipment and work area according to facility standards and federal, state, tribal and local regulations.
- Cleans and sanitizes dining room chairs, tables and food tray carts after each meal.
- Checks in food deliveries and stores properly to prevent contamination.
- Operates dishwasher with proper tools for pre-rinse, pre-soak, sorting and racking of all dishes, all other food service items to and ensures cleanliness, free of stains, cracks and chips.
- Orders food and supplies, maintaining proper store and care of food items and supplies.
- Conducts inventory, date and rotation food in both refrigerator/freezer and in the dry food storage.
- Keeps daily meal counts, log daily refrigerator and freezer temperatures.
- May go grocery shopping for residents and assist with putting away.
- Sanitizes and ensure heavy duty cleaning for entire kitchen and equipment.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, tribal, county and local laws, regulations, and requirements and guidelines.
- Knowledge in preparing well-balanced and nutritious meals.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Knowledge of food sanitation and hygiene practices.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing food for groups of people.
- Skill in handling sharp knives, and other cutting utensils.
- Ability to exercise independent judgment.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work independently and meet strict time lines.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to demonstrate satisfactory level of interpersonal skills to interact with facility staff, administration, residents, families, vendors and government agencies.
- Management skills sufficient to oversee the organization and supervision of department staff, to develop budgets, allocate resources and to supervise interdisciplinary cooperation in the planning and implementation of dietary services in consultation with Dietitian.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds
- Ability to operate safely cooking equipment and kitchen appliances.

Physical Demands

Successful performance of essential functions can best be achieved through consistent application of current knowledge, use of good judgment, teamwork, common sense, ability to establish and carry out priorities, effective use of interpersonal skills and ongoing communication with residents, staff, and families, interdisciplinary team members, and government officials, including state surveyors and ombudsman.

Work Environment:

Cold/Heat: Must be able to tolerate seasonal temperature changes of the kitchen environment. Must be able to tolerate high temperatures of oven, stove, and steamer areas and take necessary safety precautions when handling food items and equipment in these areas to prevent burns.

Wet/Humidity: Must tolerate moderate humidity in dish room area—wet floors in dish room area and potential wet floor in kitchen area.

Noise/Vibrations: Must be able to withstand noises of appliances and overhead fan.

Fumes/odors/chemical exposure: Daily exposure to detergents and sanitizers. Potential for harm is safety precautions are not followed.

Other environmental hazards: The Occupational Safety and Health Administration (OSHA) has determined that certain employees in nursing homes are at significant risk of exposure to blood borne pathogens such as Hepatitis B and Human Immunodeficiency Virus (HIV).