

 Oroville Hospital	<b>Job Description for  Director of Dietary  Services</b>	Department:	<b>Dietary</b>
		Dept. #:	<b>8340</b>
		Last Updated:	<b>7/21/08</b>

### **Reports To**

Chief Operating Officer

### **Job Summary**

The Director of Dietary Services functions as liaison between medical and nursing staff with regard to dietary concerns, advises administration on dietary matters, and counsels patients regarding dietary needs.

### **Duties**

1. Oversees the production of all food served from the kitchen to patients, guests and hospital personnel
2. Supervises the ordering of fresh meat, produce and groceries, according to the menu
3. Orders food in amounts adequate to fee both patients and personnel
4. Develops and approves menus
5. Develops and implements policies and procedures to guide and support the dietary department, ensuring that department goals and objectives are consistent with the hospital mission and reason for being
6. Coordinates and integrates with other hospital departments and medical service to provide the best possible patient care
7. Selects and supervises staff who are competent in job-related knowledge and skills
8. Evaluates employee performance and competence on an on-going basis, ensuring that staff is competent to prepare and serve meals to patients as appropriate to the diagnosis, age, ethnic or religious background, and/or preferences of the patient
9. Provides orientation, in-service, and continuing education, as needed, to maintain qualified and competent staff
10. Performs studies and evaluation of the quality and appropriateness of services in accordance with the policies of the hospital
11. Effects change for improvement as indicated by quality studies
12. Prepares dietary department budget, making recommendations regarding space and other resources needed by the dietary department, including off-site sources of services not provided by the department.

### **Qualifications**

1. Registered A.D.A. Dietitian with at least two years experience in an acute care facility
2. Must maintain current Cardiopulmonary Resuscitation Certification (CPR)

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### **Lifting Requirements**

Sedentary- generally not more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.