

 Oroville Hospital	Job Description for Dietary Supervisor	Department:	Dietary
		Dept. #:	8340
		Last Updated:	7/21/08

Reports To

Director of Nutrition Services

Job Summary

The Dietary Supervisor evaluates dietary staff on at least an annual basis, inspects kitchen daily to maintain required levels of cleanliness, checks all refrigeration units weekly for storage of food items. The Dietary Supervisor oversees the production of all food served from the kitchen to patients, guests and hospital personnel as well as manages personnel through hiring and training, and conducts proper counseling and/or disciplinary action as needed.

Duties

1. Prepare work schedules. Schedule is to be posted five days prior to the beginning of each pay period
2. Cover the schedule for call-ins on a daily basis
3. Verification of time cards. Check hours on time cards against working schedule
4. Verify and approve overtime
5. Process the Dietary Department time cards to the Payroll Departments
6. Prepare orders for necessary stock replacement each Tuesday
7. Order must be available for salesmen on Wednesday morning
8. Meet with sales representatives on each Tuesday to discuss food orders, sales specials and cost analysis of new products on the market
9. Check in food deliveries each Monday and Thursday
10. Contact salesmen concerning short supplies and out-of-stock items
11. Prepare Cafeteria menus on a monthly basis
12. Prepare special holiday menus as required; notify food production staff
13. Write up and post committee meal function work orders
14. Process all purchase invoices and submit invoices to Accounts Payable
15. Tally Doctor's charges on a monthly basis; submit totals to Accounting by the first of each month
16. Tally cost of special functions; submit total to Accounting per each pay period
17. Maintain monthly reports of departmental expenditures and revenues; including Cafeteria sales and charges, interdepartmental charges, dietary tray counts and fee meals charged
18. Provide supervisory guidance to all cooks and dietary helpers
19. Participate in budget planning and the development of policies and procedures for the Dietary Department
20. Plan and conduct in-service education for Dietary employees on a monthly basis
21. Evaluate employee competence in job-related knowledge and skills, safety, and infection control annually, and employee competence in equipment operation whenever new equipment is installed or when need is indicated by user error

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Qualifications

1. At least two years experience in an acute care facility or two years food service experience
2. Associate of Arts Degree in Food Management, Dietetics, or related field preferred

Lifting Requirements

Lifting requirements for the Food Service Supervisor are under the “light” category. The light category requires that an employee be able to lift a maximum of 20 pounds and frequently lift and/or carry objects weighing up to 10 pounds.