



Example of Certified Dietary Manager Job Description

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Our innovative and growing company is looking to fill the role of certified dietary manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for certified dietary manager

- Prepare and serve meals
- Responsible for all staffing including recruiting, interviewing, hiring, training, coaching, evaluating, rewarding, disciplining, and when necessary, terminating
- Develop work schedules to ensure adequate staff to cover each shift
- Monitor budgets for cost-effectiveness and manage any revenue generating services
- Use forecasts, food waste records, inventory, and equipment records to plan the purchase of food, supplies, and equipment
- Participate in menu planning including responding to resident preferences, substitution lists, therapeutic diets, and industry trends
- Inspect meals and ensure that standards for appearance, palatability, temperature, and serving times are met
- Ensure that foods are prepared according to production schedules, menus, and standardized recipes
- Manage the preparation and service of special nourishments and supplemental feedings .

Qualifications for certified dietary manager

- Must have completed a CDM course in food services

- Must be a certified dietary manager or close to receiving certification
- One to three years of food service management experience preferred
- Retail / Campus dining experience preferred
- Of a dietetic technician or dietetic assistant training program by