



Example of Dietary Manager Job Description

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Our innovative and growing company is looking to fill the role of dietary manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for dietary manager

- Develops recipe files and conducts analysis of cost, nutrient profiles and recipe procedures
- Responsible for development and implementation of Quality Assurance Plan for Metro Food and Nutrition Services
- Manages department staff, including hiring, training, evaluating performance and competency, and conducting disciplinary/counseling sessions as needed
- Develops, executes, and monitors capital and operating budgets and coordinates key processes of operational and capital budget planning
- Maintain all necessary records, including information such as quantity and cost of meals served, hours worked by employees, supply inventory
- Requisition, purchase, and inspect food items, supplies, and equipment to maintain proper stock levels and ensure standards of quality are met
- Ensure any consumer feedback is investigated
- Manage and assume responsibility for all aspects of the Quality Department, including department supplies, cleanliness and organization
- Take responsibility for the quality of all products sold from company facilities
- Determine (and develop, if necessary) specifications, test methodology, process critical points, sampling protocols, sanitation procedures, , to ensure a controlled and consistent process

Qualifications for dietary manager

- Must have a current certification as a Certified Dietary Manager or DIET TECH in applicable State
- Formal Education in an approved course in Dietetic Assistant curriculum preferred
- Experience should include either a minimum of three (3) years supervisory experience in a hospital setting, a minimum of two (2) years experience with institutional cooking in restaurants and/or hotels or a Bachelors Degree in a Nutritional Science/Dietary field and a Registered Dietician
- Must have completed or currently be enrolled in an accredited Certified Dietary Manager course