



## Flandreau Santee Sioux Tribe Long Term Care Center

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**Position: 1-Full Time – Director of Food Services**

**Open: 11/18/2024**

**Closes: 12/2/2024**

### **SUMMARY:**

The primary purpose of your job position is to assist the Administrator and the Consulting Dietitian in planning, organizing, developing and directing the overall operation of the Dietary Department in accordance with current federal, state and local standards, guidelines and regulations governing our facility, and as may be directed by the Administrator, to assure that quality nutritional services are provided on a daily basis and that the dietary department is maintained in a clean, safe, and sanitary manner.

### **Major Duties and Responsibilities**

#### **Administrative Functions**

- Assist in planning, developing, organizing, implementing, evaluating, and directing the Dietary Department, its programs and activities.
- Coordinate dietary services and activities with other related departments (i.e., Nursing, Housekeeping, Social Services, Activities, etc.).
- Assist in developing and maintaining written dietary policies and procedures.
- Assist in developing and maintaining written job descriptions and performance evaluations for each level of dietary personnel.
- Interpret the department's policies and procedures to employees, residents, visitors, government agencies, etc., as necessary.
- Assist the dietary staff in the development and use of departmental policies, procedures, equipment, supplies, etc.
- Perform administrative duties such as completing necessary forms, reports, evaluations, studies, etc., to assure control of equipment and supplies.
- Review the department's policies, procedure manuals, job descriptions, etc., at least annually for revisions, and make recommendations to the Consulting Dietitian and/or Administrator.
- Develop and maintain a file of tested standard recipes.
- Keep abreast of economic conditions/situations and recommend to the Administrator adjustments in dietary services that ensure the continued ability to provide daily dietary services.
- Make written and oral reports/recommendations to the Consulting Dietitian and/or Administrator as necessary/required concerning the operation of the Dietary Department.
- Submit accident/incident reports to the FSST Human Resources Office within twenty-four (24) hours after their occurrence.
- Assume administrative authority, responsibility, and accountability of supervising the Dietary Department.
- Inspect food storage rooms, utility/janitorial closets, etc., for upkeep and supply control.
- Review and assist in developing a plan of correction for dietary service deficiencies noted during survey inspections and provide a written copy of such to the Administrator.
- Process diet changes and new diets as received from nursing services.
- Assist the Infection Control Coordinator in identifying, evaluating, and classifying routine and job-related dietary functions to ensure that tasks involving potential exposure to blood/body fluids are properly identified and recorded.
- Review departmental complaints and grievances from personnel and make written reports to the Administrator of action(s) taken within five (5) workdays.
- Assist in developing and implementing a dietary service organization structure.
- Assist the Quality Assessment and Assurance Committee in developing and implementing appropriate plans of action to correct dietary deficiencies.



- Assist in developing, implementing, and maintaining an ongoing quality assurance program for the Dietary Department.
- Assist the Discharge Planning Coordinator in planning the dietary services portion of the resident's discharge plan.
- Participate in surveys (inspections) made by authorized government agencies.
- Interview residents or family members as necessary, to obtain diet history.
- Participate in maintaining records of the residents' food likes and dislikes.
- Assist in developing methods for determining the quality and quantity of food served.
- Assure that dietary progress notes charted are informative and descriptive of the services provided and of the resident's response to the service.
- Assure that menus are maintained and filed in accordance with established policies and procedures.
- Maintain an adequate liaison with families and residents as necessary.
- Maintain a reference library of written material, laws, diet manuals, etc., necessary for complying with current standards and regulations and that will provide assistance in maintaining quality food service.
- Visit residents periodically to evaluate the quality of meals served, likes and dislikes, etc.
- Involve the resident/family in planning objectives and goals for the resident.
- Assist in planning and special diet menus as prescribed by the attending physician.
- Assist in developing diet plans for individual residents.
- Review therapeutic and regular diet plans and menus to assure they are in compliance with the physician's orders.
- Review the dietary requirements of each resident admitted to the facility, as may be required, and assist the attending physician in planning for the resident's prescribed diet plan.
- Meet with administration, medical and nursing staff, as well as other related departments in planning food service programs and activities.
- Others as deemed necessary and appropriate, or as may be directed by the Administrator and/or Consulting Dietitian.

#### **EDUCATION, QUALIFICATIONS, AND/OR EXPERIENCE, CONDITIONS OF EMPLOYMENT:**

- Must possess, as a minimum, a high school diploma.
- Be a graduate of an accredited course in dietetic training approved by the American Dietetic Association. Or enroll in training within 12 months of employment.
- Must have, as a minimum, two (2) years' experience in a supervisory capacity in a hospital, skilled nursing care facility, or other related medical facility. This is preferred but not required
- Must have training in cost control, food management, diet therapy, etc. This is preferred.

#### **SPECIFIC REQUIREMENTS:**

- Must be a minimum of eighteen (18) years of age.
- All positions require a minimum of a criminal background check to a maximum of an adjudicated P.L. 101.630 character and criminal background check.

Questions? You can call HR at 605-997-3891 or email us at [hr@fsst.org](mailto:hr@fsst.org)