

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

DIETARY MANAGER II

POSITION CODE: 12502
Effective: 7-1-70

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, manages all phases of a comprehensive food services program that includes professional dietetics, food preparation and serving, food storage, baking, meat cutting and all other food services; directs food production and coordinates it with the master menu; supervises the planning and preparation of modified diets and menus to conform with patient medical care programs, may plan and direct dietetic research programs and projects.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans and directs all phases of a comprehensive food services program; supervises and trains personnel engaged in professional dietetics, food preparation and serving, food storage, baking, meat cutting and all other food services.
2. Coordinates the food services program with other services and consults with personnel from the general office to implement an integrated dietary program.
3. Confers with physicians and nursing personnel regarding patient diets and supervises the planning and preparation of modified diets and menus.
4. Develops and directs special dietetic education and training programs and teaches food and nutrition principles to food service and nursing personnel.
5. Determines food service needs and requisitions food, supplies and equipment; maintains cost control records and prepares budget estimates.
6. Directs the initiation and maintenance of proper health, sanitation and safety standards in preparing, serving and storing of foods.
7. Supervises the receipt, storage and issuance of foods, supplies and equipment; conducts periodic inspections of equipment, supplies, and storage and working areas; supervises the preparation and maintenance of inventory records and prepares delivery schedules and food service reports.

DIETARY MANAGER II (Continued)

8. May plan and direct dietetic research programs and projects.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in dietetics.

Requires two years professional experience in a large scale food service program.

Knowledges, Skills and Abilities

Requires thorough knowledge of dietetics and food services management, including nutritional values, costs and accounting.

Requires extensive knowledge of modern methods, materials and appliances used in large scale food preparation and service.

Requires extensive knowledge of health and sanitary requirements applicable to a large scale food service.

Requires extensive knowledge of agency rules and regulations pertaining to the food services program.

Requires ability to plan and direct the preparation of modified diets and menus.

Requires ability to direct subordinates in planning, preparing and serving general and special diets and performing all other food services.

Requires ability to develop and direct dietetic education and training programs and teach food and nutrition principles.

Requires ability to direct quantity food preparation and cooking with economy and efficiency.

Requires ability to judge food materials and to make estimates of requirements and requisitions needed food, supplies and equipment.

Requires ability to maintain satisfactory working relationships with other employees of the department.

Requires ability to prepare and maintain food service records and reports and to make food service budget estimates.