



Our Mission:

Empowering people to discover their directions for life in a changing world.

Dietary Manager

Southeastern Directions for Life has an immediate opening for a full-time Dietary Manager at the Cayman Court location. Hours for this position are 4 week days 6:30am-2:30pm and alternating weekends.

QUALIFICATIONS: Must have a minimum of a high school degree or GED. Two years equivalent combination of education and full time experience required. Previous psychiatric or assisted living experience beneficial, but not required. Must be able to attend and pass ServSafe Training. Must be able to pass Medication training and properly monitor administration of medications.

JOB SUMMARY: The Dietary Manager will ensure that the recommendations of the dietician are followed to provide three daily nutritionally balanced and diet appropriate meals for residents. The Dietary Manager will be responsible to monitor all food safety guidelines as established by the Administrative Rules South Dakota Food Service Code and the ServSafe guidelines. Will be responsible to order menu items, inventory, cook and serve meals. As time allows the Dietary Manager will provide facility support by maintaining an atmosphere conducive to community living.

Professional Integrity and Growth:

Essential Job Functions: General

1. Perform in accordance with the policies and procedures of Southeastern Directions for Life.
2. Administer all aspect of position using good judgment and sound reasoning based on education and experience.
3. Participate in staff development activities to enhance professional skills and growth.
4. Maintain confidentiality.
5. Maintain a valid driver's license and a good driving record so as not to put Southeastern Directions for Life insurance in jeopardy.
6. Maintain positive rapport with staff and individuals within the agency.
7. Perform in accordance with the Core Values of the agency.
8. Complete necessary paperwork accurately and on time.

Essential Job Functions: Dietary Manager

1. Comply with policies and procedures, standards of care, certification and accreditation standards. Promptly report infractions to supervisors to promote an orderly, safe work environment conducive to the highest quality resident care.
2. Supervise residents assisting in the kitchen or dining room to ensure compliance with Administrative Rules South Dakota Food Service Code.
3. Ensure an on-site supply of food to meet planned menus for three days. Purchase specific dietary food items each week through vendors. With approval by the dietician menus will be written at least one week in advance and are filed for 30 days.
4. Ensure that three meals a day are prepared for residents and served within the mandated time frame.
5. Ensure that nutritional snacks are available and adjust meals for approved therapeutic extensions.
6. Assistance will be provided in a way that maintains the dignity and self-esteem of each resident.
7. Provide a safe environment for employees in the food service department.
8. Provide food that is free from contamination thus risking the health and wellbeing of the residents and staff.
9. Maintain proper records and reports of the food program.
10. Completes routine and non-routine resident care duties and assignments as directed by the resident's service plans, supervisors and co-workers. Performs basic care, listening, and intervention skills to meet physical and emotional needs of residents.
11. Maintains a clean and sanitary living environment for residents, which may include dusting, vacuuming, trash disposal, laundry, general resident apartment and facility housekeeping.
12. When medication trained, will assist with medication according to the nurse's directives. Document and report as needed.
13. Chart daily activities as directed. Document concise, factual information on communications sheet relevant for staff notification.
14. Promptly assist residents and other staff with requests or need for assistance.
15. Report any resident abuse/neglect or suspected abuse/neglect of residents immediately to supervisor.
16. Attend all scheduled mandatory Cayman Court meetings and mandatory trainings.
17. Perform other work duties as assigned.

Please email resume and/or application to: hr@southeasternbh.org

Equal Employment Opportunity/Affirmative Action Employer Minority/Female/Disability/Veteran