

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

DIETARY MANAGER II

POSITION CODE: 12502

Effective: 12-1-2022

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, manages all phases of a food services program that includes nutrition, menu and dietary planning, food preparation, service, and storage; 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; serves as working supervisor.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans and directs all phases of a food services program; develops, implements and evaluates policies and procedures for food service operations, food preparation, menu and dietary planning in an agency facility in accordance with agency rules and regulations as well as all applicable state and federal guidelines.
2. Supervises and trains personnel engaged in menu and dietary planning, food preparation and service: use of equipment, food storage, baking, meat and vegetable preparation and any other ancillary food service; serves as working supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; prepares and signs performance evaluations.
3. Coordinates the food services program with other services and consults with personnel from the general office to implement an integrated dietary program.
4. Confers with physicians and nursing personnel regarding patient diets and supervises the planning and preparation of modified diets and menus.
5. Develops and implements policies and procedures for dietetic education and training, and conducts dietetic education and training regarding food and nutrition principles for food service and other facility staff.
6. Determines food service operation needs and requisitions food, supplies and equipment; maintains cost control records and prepares budget estimates.
7. Directs the initiation and maintenance of proper health, sanitation and safety standards in preparing, serving and storing of foods.

DIETARY MANAGER II (Continued)

8. 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; monitors completion of all applicable surveys and reports in accordance with applicable state and federal guidelines and requirements.
9. Plans and directs dietetic research programs and projects.
10. 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 of college, with courses in dietetics.

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

Requires one of the following:

Option 1: For positions within the Department of Veterans Affairs, requires that the candidate should be a dietitian; or is a graduate of a dietetic technician or dietetic assistant training program, corresponding or classroom, approved by the American Dietetic Association; or is a graduate, prior to July 1, 1990, of a Department-approved course that provided 90 or more hours of classroom instruction in food service supervision and has had experience as a supervisor in a health care institution which included consultation from a dietitian; or has successfully completed a Dietary Manager's Association approved dietary manager's course; or is certified as a dietary manager by the Dietary Manager's Association; or has training and experience in food service supervision and management in a military service equivalent in content to the programs above.

OR

Option 2: For positions within the Department of Human Services, requires possession of a Food Service Sanitation Manager Certificate (FSSMC) issued by the Illinois Department of Public Health, or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP). *

* This requirement is set forth in the Food Handling Regulation Enforcement Act [410 ILCS 625/3].

DIETARY MANAGER II (Continued)

Knowledges, Skills and Abilities

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

Requires thorough 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.