



KIN ON

Community Care Network • Health Care Center

健安社區服務網 • 健安療養院

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Job Announcement

Job Title: Assistant Dietary Manager (ADM)

Open: Until Filled

Job Description:

Kin On is seeking a full time, non-exempt, Assistant Dietary Manager, report directly to the Dietary Manager (DM).

The role is to assist the Dietary Manager in providing the best food service in accordance with all local, state and federal regulations and guidelines and to meet physician's and dietitian's orders for our residents to meet their nutritional and individual dietary needs.

The ideal candidate is a forward thinker as further studies and obtainment of the Certified Dietary Manager (CDM) certification is a requirement to provide and maintain quality of care.

Role and Responsibilities:

The essential responsibility of the role is to help manage the day-to-day dietary department's operations which may include but not limited to staffing, scheduling, food preparation, ordering stock, coordinating deliveries, clean up work area according to facilities policies and appropriate regulations and guidelines.

Additionally, in order to meet the residents' nutritional and dietary needs, care plans must be carefully crafted, thus one of the core practices of the position is to understand, coordinate and deliver the food mandate of the care plan. This mandate will require the person in the position to work well with the interdisciplinary team to deliver the highest quality of care.

Care planning and conferences –

- Attend designated nutritional and dietary aspects of resident care planning sessions, including attending and participating in initial, monthly, quarterly and whenever orders and needs change conferences

- Work with interdisciplinary team to effectively manage the dietary needs of the residents which may require ~
 - ❖ Meeting with individual residents and their families (designated care takers) on a regular and special basis to communicate needs, updates and changes
 - ❖ Confer and review resident care plans with nurses and dietitian to ensure follow through
 - ❖ Provide subject matter expertise to strengthen quality of service needs
 - ❖ Occasional food sampling and dining room observation to improve food quality and dining experience

Quality of Service–

- Oversee the food production line to ensure accuracy, quality, quantity and temperature of food being served
- Take inventory of food and kitchen equipment
- Check deliveries against purchase orders
- Audit food and supplies storage systems against guidelines and regulations

Record Management –

- Update menu, special requests, diet plans and seating charts
- Maintain records on diets orders, resident interviews, charting on care software, record and memo updates
- Write daily nourishment schedule for the kitchen staff
- Take minutes and keep records of department meetings
- Prepare recapitulation for short term stay resident discharge

People and Administrative Management –

- Coordinate services with environmental and safety department to ensure all kitchen equipment is properly maintained
- Monitor, schedule, train, evaluate, and guide kitchen personnel and coordinate with other internal teams and staff to ensure dietary department is equipped to provide quality service
- Manage training and indoctrination of workers to improve work performance and acquaint workers with company policies and procedure
- Supervise and lead staff to ensure firstly, departmental goals are achieved and secondly, personal growth and work morale is met
- Confer with management team on personnel, management and operation need for the organization
- Other job-related duties as assigned.

Miniumn Qualifications:

- Good English written and verbal ability a must. Chinese: Mandarin, Cantonese and Toishanese dialects also spoken a plus
- An A.A. degree in Business Administration, Hospitality, Nutrition, Culinary Arts or related field
- Nursing Home, Assisted Living or senior care facilities experience preferred
- Proficiency in computer programs such as Microsoft Office Suite a must. Knowledge and proficiency in other IT related applied technology a plus

Work Environment:

The role interacts with internal staff & departments, residents, family and friends on a daily basis. There will also be support for special activities such as employee engagement parties. Work is normally inside an elderly and vulnerable community setting, therefore ideal candidate will need to have patience, compassion and tolerance for the population at hand.

Depending on the project requirement at times there will be time spent performing office work and other times a lot of walking around campus. A common day will have both settings.

Physical Requirement:

The role requires standing, sitting, walking, pushing, pulling, ascending and descending stairways, full range of motion, occasional squatting, ability to lift medium weight up to 25-50 lbs with hands and roll material onto roller carts. Ability to verbally yell, warn and direct in case of emergency, corrected vision and hearing, and sense of touch is required.

*Kin On is an **EEO** Employer, Women and Minorities high encouraged to apply*