



## **JOB OPPORTUNITY**

**Job Title:** Dietary Manager  
**Reports To:** Administrator  
**Job Location:** Seattle, WA  
**Hours/Schedule:** Full time, Non-Exempt

## **ABOUT KIN ON**

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Our mission is to honor, support, and advocate for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services. Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program. In addressing the unmet needs of the community, Kin On is soon to complete an Assisted Living Facility and Adult Family Home.

## **JOB DESCRIPTION**

The role is to lead as 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 either a Certified Dietary Manager, a Certified Dietitian, or has a wealth of food service industry knowledge and is able to obtain Dietary Manager Certification as required by state law to provide and maintain quality of care in our facilities.

- **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 in conferences.
- **Quality of Service:** Oversee the food production line to ensure accuracy, quality, quantity and temperature of food being served.
- **Record Management:** Prepare recapitulation for resident care plan.
- **People and Administrative Management:** 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.

## **MINIMUM QUALIFICATIONS**

- Good English written and verbal ability a must. Mandarin, Cantonese and Toishanese dialects also spoken a plus.
- An A.A. or higher degree in Business Administration, Hospitality, Nutrition, Culinary Arts, Restaurant Management or related field highly desired.
- Certified Dietary Manager or Certified Food Service Manager designation within 12 months of being hired as required by state.
- General understanding of nutrition, logging, goal meeting of patient food mandates highly desired.
- Staff management with scheduling, food production, safety, accounting of food intake and outflow inventory.
- Proficiency in computer programs such as Microsoft Office Suite a must. Knowledge and proficiency in other IT related applied technology a plus.

## **WORK ENVIRONMENT & PHYSICAL REQUIREMENT**

The role interacts with internal staff & departments, residents, family and friends on a daily basis. There will also be support for activities such as employee engagement parties or other food service needs. 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. 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.

**TO APPLY:** Please send resume to Hiring Manager via [staffing@kinon.org](mailto:staffing@kinon.org). Only qualified individuals being considered will be contacted for an interview. Full job description to review for selected candidates.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.