

# Job Description for CDMs

Administrators and CDMs alike periodically contact ANFP and request a sample job description for certified dietary managers. The following sample description can be used in conjunction with the CDM, CFPP Scope of Practice, which is a helpful resource describing what CDMs are qualified to do. The Scope of Practice is available at <http://www.cbdmonline.org/cdm-resources/cdm-cfpp-scope-of-practice>.

## GENERAL SUMMARY OF WORK

Responsible for the daily operations of foodservice department, according to facility policy and procedures and federal/state regulations. Provides leadership and guidance to ensure that food quality, safety standards, and client expectations are satisfactorily met. Maintains records of department personnel, income and expenditures, food, supplies, inventory levels, and equipment.

## PRINCIPLE TASKS

### Operations Management

- Recruit, interview, hire, train, coach, evaluate, reward, discipline, and when necessary, terminate employees
- Develop job descriptions and job duties for each level of foodservice personnel
- Develop work schedules to ensure adequate staff to cover each shift
- Create and monitor budgets for a cost-effective program
- Manage revenue-generating services
- Use forecasts, food waste records, inventory, and equipment records to plan the purchase of food, supplies, and equipment
- Justify improvements in the department design and layout
- Work cooperatively with clients, facility staff, physicians, consultants, vendors, and other service providers

### Foodservice Management

- Specify standards and procedures for preparing food
- Participate in menu planning, including responding to client preferences, substitution lists, therapeutic diets, and industry trends
- Inspect meals and assure that standards for appearance, palatability, temperature, and serving times are met
- Manage the preparation and service of special nourishments and supplemental feedings
- Assure that foods are prepared according to production schedules, menus, and standardized recipes

### Food Safety

- Assure safe receiving, storage, preparation, and service of food
- Protect food in all phases of preparation, holding, service, cooking, and transportation, using HACCP Guidelines

- Prepare cleaning schedules and maintain equipment to ensure food safety
- Ensure proper sanitation and safety practices of staff

### Nutrition and Medical Nutrition Therapy

- Process new diet orders and diet changes; keep diet cards updated
- Complete the assigned MDS section according to required timeline
- Determine client diet needs and develop appropriate dietary plans in cooperation with RD and in compliance with physicians' orders
- Review plan of care related to nutritional status; document concerns that can be resolved, improved, or addressed to improve client's nutritional status and eating function
- Review, revise, and implement, in cooperation with the IDT, the client's nutrition assessment and plan of care
- Support registered dietitian duties as needed

### General Knowledge, Skills, and Abilities

- Skill in motivating, coaching, and supervising foodservice personnel
- Intermediate computer skills
- Mathematical and numerical skills; mechanical aptitude helpful
- Effective written and oral communication skills
- Demonstrated organizational skills
- Current awareness of legislation and regulations influencing the practice of standards of care

### Education Requirements

- Graduate of Dietary Manager's Program, 2-yr, or 4-yr foodservice program
- Successful completion of Certified Dietary Manager exam
- Two years' experience in foodservice management
- Prior experience in healthcare foodservice preferred

### Physical Demands/Working Conditions

- Able to lift and carry in excess of 50 lbs
- Able to withstand extreme temperatures, hot and cold
- Able to work long hours, including some evenings, weekends, holidays, as needed
- Able to interact positively with people of all ages.