

**Lackawanna County Health Care Center
Full Time Dietary Supervisor**

SHIFT: Variable: 6:00 AM – 2:00 PM. 8:00 AM – 4:00 PM,
10:30 AM – 6:30 PM, 12:00 PM – 8:00 PM
Must be available to work weekends and holidays.

REQUIREMENTS: Must have skills in assisting with planning, developing, organizing, implementing, evaluating, the Dietary Dept., its programs and activities. Responsible for assisting in maintaining written job descriptions, performance evaluations for dietary personnel and replacing positions on the schedule in accordance with the Collective Bargaining Agreement.

Must be willing to fill in as cook as necessary. Also, must assist the dietary staff in the development and use of department policies, procedures, equipment, supplies, in-servicing of dietary staff, monitoring sanitation of the department, overseeing meal service.

Must possess the skills to perform administrative duties such as: completing necessary forms, reports, studies, updating information in computer and using computer programs to order food supplies.

Must be willing to uphold and enforce the policies/procedures of the department and the facility.

Receives direct supervision from the Director of Dietary.

EXPERIENCE: Minimum of two years experience in a supervisory capacity in a Hospital, Skilled Nursing Care Facility or other related Medical Facility. Must have training in cost control, food management, diet therapy, etc. Basic computer skills are required.