STILLWATER BILLINGS CLINIC

Job Description – Nutrition Services Supervisor

General Description: The Nutrition Services Supervisor is responsible for overall quality of food services for the facility. Maintain all areas of the Nutrition Services department in a safe and clean manner. Develops objectives, policies and procedures for department cost center to formalize and implement the mission, vision, and values of Stillwater Billings Clinic. Maintains the standards, customer relations, and practice in the kitchen, inpatient and outpatient lines of service. Accountabilities include: quality of services; short and long range planning to achieve goals and objectives; fiscal control; physician and interdepartmental/intradepartmental relations; personnel management.
Nutrition Services Supervisor reports to the CEO.

MINIMUM QUALIFICATIONS:
2. Registered or Registry Eligible Dietitian.
3. Ability to communicate and work tactfully with patients, staff and visitors.
4. Leadership skills preferred, not required.

ESSENTIAL JOB FUNCTIONS

DUTIES AND RESPONSIBILITIES:
1. Supports and models behaviors consistent with the mission and philosophy of Stillwater Billings Clinic and department/service through attitude, willingness, drive and teamwork.
2. Responsible for the direct supervision of the Nutrition Services Staff which include: developing staff needs, training, hiring process, providing in-services and quality improvement.
3. Develop and review menus for the hospital including special diets and cafeteria menus for employees and the public.
4. Provide nutrition screening, assessment, therapy and education for acute care and swing bed patients as required.
5. Provide outpatient assessment, therapy and education for cardiac rehab participants and referrals by clinic providers using the nutrition care process.
6. Responsible for fiscal budgetary management.
7. Monitor all nutrition services department functions in the preparation of food.
8. Responsible for maintaining an MSDS on every chemical substance.
9. Attend Care Plan meetings.
10. Be an active member of the QI Committee.
11. Responsible for providing a work schedule to staff.
12. Responsible for policy development and priority setting based on initial and on-going evaluations of the food service needs in the following areas:
   a. Maintaining safe food storage practices.
   b. Food preparation and services, and improving food service functioning.
   c. Clinical diet manual approval and nutrition screening of patients.

13. Document all encounters with patients in Cerner using the nutrition care process.

14. Responsible for completing annual performance evaluations on staff.

15. Allocate specific jobs throughout the department.

16. Stock and rotate food in storage room.

17. Follow the cleaning schedule.

18. Ability to perform all job duties in the kitchen.

WIC DUTIES AND RESPONSIBILITIES

19. Responsible for completing required WIC training for MSPIRIT and nutrition competencies.

20. Responsible for all WIC appointment scheduling on the MSPIRIT Program.

21. Responsible for coordinating WIC clinics and documentation in MSPIRIT.

22. Complete WIC Expenditure Reports monthly, and send to the state.

23. Perform all other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Stillwater Billings Clinic policy and procedures, both organizational and departmental
- Personal computers, hardware and software
- Microsoft Office Programs (i.e., Windows, Outlook, Word, Excel, etc.)
- Stillwater Billings Clinic Code of Business Conduct
- Stillwater Billings Clinic Corporate Compliance Program
- HIPAA and confidentiality requirements
- Patient’s rights
- Patient safety standards
- Customer service techniques and Personal Service Excellence (PSE) skills
- Regulatory, legal and accreditation standards (i.e., Joint Commission, Magnet, OSHA, etc.)
- Infection control and safety procedures as they relate to nutrition services department.
- Health care environments and trends
- Demonstration of leadership and empowerment principles
- Budgeting and fiscal controls
• Human resource management

**SKILL IN:**
• Advanced verbal and written communication skills
• Application of leadership skills
• Adhering to human resource management policies, procedures and guidelines
• Budgeting and fiscal controls

**ABILITY TO:**
• Incorporate cultural diversity and age appropriate care into all aspects of communication and patient care; scope of services provided will encompass age groups ranging from infant through geriatric
• Establish and maintain effective working relationships
• Interpret policies and procedures; identify non-compliance and take appropriate action
• Utilize time management concepts to maximize time effectively
• Work independently
• Maintains flexibility to adapt to a variety of workload assignments

**COMPLEXITY & DIFFICULTY:**
• Decisions impacting human resource management may have legal implications
• Decisions concerning patient care can have impact on service line and quality of care
• Decisions regarding budgeting and fiscal control have direct impact to the financial viability of the organization

**WORKING CONDITIONS**
• Able to perform responsibilities with frequent interruptions and competing priorities.
  Works with moderate exposure to excessive noise, dust, and temperature
• Utilization of personal computers for clinical/financial database systems
**Confidentiality Statement**

I have read and understand the above job description. I understand that in the performance of my duties as an employee at Stillwater Billings Clinic, I must hold in confidence all that pertains to the patient, relatives, visitors, and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer’s confidentiality may result in immediate termination of employment for cause.

Name________________________________________Date__________________

The above is intended to describe the general content of and requirements of the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.