

# Sample Job Description CDM, CFPP

The following sample description for Certified Dietary Managers, Certified Food Protection Professionals may be used in conjunction with the CDM, CFPP Scope of Practice, which is a helpful resource describing what CDM, CFPPs are qualified to do. The Scope of Practice is available at [www.CBDMonline.org/SOP](http://www.CBDMonline.org/SOP). Based on specific needs and policies, facility can further customize this sample job description.

## POSITION SUMMARY

Responsible for the daily operations of foodservice department in accordance with facility policy and procedures as well as federal and 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.

## ESSENTIAL FUNCTIONS, RESPONSIBILITIES AND COMPETENCIES

*(NOTE: Duties, responsibilities, and activities may change or be assigned at any time with or without notice.)*

### Foodservice Management

- Specify standards and procedures for preparing food. Ensure effectiveness of standardized recipes.
- Participate in menu planning, including responding to client preferences, substitution lists, therapeutic diets, product availability 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.

### Sanitation and Food Safety

- Manage staff to ensure compliance with safety and sanitation regulations including safe receiving, storage, preparation, and service of food.
- Protect food in all phases of preparation, holding, service, cooking, and transportation, following HACCP Guidelines.
- Manage physical facilities to ensure compliance with federal and state food safety and sanitation regulations.
- Prepare cleaning schedules and maintain equipment to ensure food safety.

### 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.
- Interview client to determine diet needs, calculate nutrition intake and develop appropriate dietary plans in cooperation with RDN and in compliance with physicians' orders. Follow ethical and confidentiality principles and practices.
- 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.
- Use evidence-based educational materials to teach clients and staff about basic diet information.
- Support Registered Dietitian Nutritionist (RDN) duties as needed.

## Business Operations Management

- Develop and manage foodservice department budget.
- Supervise departmental business operations, develop and implement cost-effective procedures, and manage revenue-generating services.
- Use forecasts, food waste records, inventory, and equipment records to plan the purchase of food, supplies, and equipment. Assist in purchasing process.
- Justify improvements and prepare proposals for changes in department design and layout.
- Work cooperatively with clients, facility staff, physicians, consultants, vendors, and other service providers.

## Personnel Management and Communications

- Recruit, interview, hire, onboard, coach, evaluate, reward, discipline, and when necessary, terminate employees.
- Develop job description and job duties for each level of foodservice personnel.
- Identify staffing needs. Develop work schedules to ensure adequate departmental staffing on all shifts.
- Participate in regulatory agency surveys.
- Provide and manage ongoing education and training for staff on federal, state and organizational regulations and policies.
- Establish, manage, and evaluate effectiveness of departmental goals and priorities.

## SPECIFICATIONS AND REQUIREMENTS

### Job Relationships

- Reports to (as defined by facility, e.g., Director of Food and Nutrition Services).
- Direct supervisory responsibility for (as defined by facility, e.g., cooks, dining services support staff, etc.)
- Collaborates with (as defined by facility, e.g., RDN, physicians, vendors, etc.)

### 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 and professionally with people of all ages and abilities.

### General Knowledge, Skills, and Abilities

- Team player and ability to lead by example.
- Continuous improvement mindset.
- Skill in motivating, coaching, and supervising foodservice personnel.
- Intermediate computer skills.
- Mathematical and numerical skills; mechanical aptitude helpful.
- Effective written and oral communication skills with clients, facility staff, vendors, etc.
- Demonstrated organizational skills.
- Current awareness of foodservice-related legislation and regulations influencing the practice of standards of care.
- Demonstrated accountability for continued competence.

### Education and Experience

- Graduate of Foodservice Manager Training Program or a 2-year or 4-year foodservice management or nutrition program.
- Successful completion of CDM Credentialing Exam with active CDM, CFPP certification status.
- Two years of experience in noncommercial foodservice management; prior experience in healthcare foodservice is preferred.

Copyright September 2022. Certifying Board for Dietary Managers. All rights reserved under U.S. and international copyright laws. No part of this document may be used or reproduced without the written permission of CBDM.