

Organizational Plan and Roles of Key Staff

Guideline: The Organization Plan shall be used to communicate clearly the functions of the Dining Services Department and the appropriate chain of command. The Organization Plan and Department Organization Chart will be shared with all staff and employees.

Procedure: The written organizational plan, detailing the specific responsibilities of each employee, is as follows:

1. **Administrator**

The Administrator directly supervises the Dining Services Manager, providing support and assistance in problem solving. The Administrator provides guidance and monitoring of financial parameters including budgets, staffing levels and provision of capitol equipment.

2. **Dining Services Manager**

The Dining Services Manager reports directly to the Administrator, in addition to receiving assistance and guidance from the Registered Dietitian on a monthly basis. The Dining Services Manager directs the food preparation and dining services activities of all other employees in the Dining Services Department. The Dining Services Manager represents the Dining Services Department at department head meetings, care plan meetings, high risk meetings and other interdisciplinary meetings in the facility. The Dining Service Managers credentials will be determined by state regulations. The Dining Services Manager credentials may include a Sanitation Certification, a 90-hour approved Dietary Manager's Course, or a two or four year degree in nutrition or food service as approved by the state.

3. **Registered Dietitian**

The Registered Dietitian will make monthly or weekly visits to identify dining service needs; plan, implement and monitor dining service programs; oversee food preparation, service and storage, assess and monitor the nutritional status of residents and train facility staff. The Registered Dietitian will be qualified by education and experience to perform these functions and will maintain all necessary licenses and/or credentials.

4. **Dining Services Staff**

In addition to the Dining Services Manager, there shall be a sufficient number of dining services personnel employed and on duty to carry out the functions of the dining program. Working hours shall be scheduled to meet the total dietary needs of the residents. All duties and work assignments will be available to dining service staff and/or posted in the kitchen.