TREGO COUNTY LEMKE MEMORIAL HOSPITAL

Our Family Caring For Yours

320 N. 13th St., WaKeeney, Kansas 67672 (785) 743-2182
www.tclmh.org

CAREER OPPORTUNITY

We offer a competitive salary and excellent benefits. Applications are available through the hospital business office or online at our website.

DIETARY

DIETARY SUPERVISOR (PM SHIFT)

Position Overview

The PM Dietary Supervisor is responsible for overseeing and coordinating daily afternoon and evening Dietary Department operations to ensure timely meal preparation and service while maintaining high standards of food quality, presentation, sanitation, and customer service. This position provides guidance, direction, and training to Dietary staff while ensuring compliance with hospital policies, regulatory requirements, food safety standards, and established department procedures.

The PM Dietary Supervisor leads by example, assists with assigned Dietary duties as needed, and promotes teamwork, accountability, and a positive work environment. This position is responsible for ensuring that evening meal service is completed accurately and efficiently and that the Dietary Department is properly cleaned, organized, and prepared for the next day's operations.

Essential Job Functions

- Oversees daily afternoon and evening Dietary operations to ensure meals are prepared and served accurately, attractively, and on schedule.
- Provides direction, guidance, and support to Dietary staff to ensure daily responsibilities are completed appropriately and efficiently.
- Monitors staff performance and holds team members accountable for following established department procedures, hospital policies, and quality standards.
- Provides orientation, hands-on training, and ongoing guidance to staff regarding food preparation, sanitation, food safety, meal service, and department expectations.
- Leads by example and maintains a hands-on approach to daily operations while ensuring staff are completing their assigned responsibilities.
- Assists with food preparation, cooking, portioning, tray assembly, dishwashing, cleaning, and other Dietary duties as needed.
- Demonstrates the ability to prepare and cook meals as needed, ensuring food meets established standards for quality, taste, temperature, consistency, and presentation.
- Ensures patient meals are prepared and served according to prescribed diet orders, dietary restrictions, and approved menus.
- Reviews diet orders and communicates diet changes or special dietary needs to appropriate staff to help ensure accuracy of meal preparation and delivery.
- Monitors food quality, temperature, portion sizes, appearance, and presentation to ensure meals meet established standards.
- Ensures patient meal trays are accurate, complete, attractive, and delivered in a timely manner.
- Promotes high standards of meal presentation and takes appropriate action when food quality or presentation does not meet department expectations.
- Monitors food inventory and assists with receiving, checking, storing, and rotating food and supplies according to established procedures.
- Ensures proper food handling, storage, labeling, dating, and sanitation practices are consistently followed.
- Performs routine inspections of kitchen areas, equipment, storage areas, and workspaces to ensure cleanliness, safety, and regulatory compliance.

- Ensures cleaning schedules and assigned duties are completed and maintained to established standards.
- Ensures all dishes, utensils, equipment, and food preparation areas are properly cleaned and sanitized following established procedures.
- Reinforces infection prevention, food safety, and sanitation practices in accordance with hospital policies and applicable regulatory requirements.
- Identifies performance or operational concerns and addresses issues within the scope of the supervisory role. Reports ongoing concerns or matters requiring additional direction to the Director of Dietary.
- Communicates supply needs, equipment concerns, staffing issues, patient meal service concerns, and operational issues to the Director of Dietary.
- Communicates with the AM Dietary Supervisor regarding incomplete tasks, inventory needs, equipment concerns, staffing issues, and other matters affecting continuity of operations.
- Assists with menu preparation, standardized recipes, and special meal planning as assigned.
- Participates in department quality improvement activities, inspections, and staff education.
- Promotes positive communication and teamwork within the Dietary Department and with other hospital departments.
- Assists in preparing for and serving special events, holiday meals, and other hospital functions.
- Ensures proper closing procedures are completed, including securing food and supplies, cleaning equipment, organizing work areas, and preparing the department for the next day's operations.
- Ensures food is properly stored, labeled, dated, and maintained at appropriate temperatures before the end of the shift.
- Performs other duties as assigned to support the overall operation and quality of the Dietary Department.

REQUIREMENTS

- High school graduate or equivalent preferred.
- Previous food service experience required; supervisory or leadership experience preferred.
- Previous cooking or food preparation experience preferred.
- Ability to prepare meals using standardized recipes, proper cooking techniques, and established portion sizes.
- Demonstrates knowledge of basic cooking methods, food preparation, and safe food handling practices.
- Ability to cook and prepare a variety of foods while maintaining appropriate food quality, taste, consistency, and presentation.
- Willingness and ability to assist with hands-on cooking and meal preparation as needed to support daily Dietary operations.
- Ability to communicate effectively in English, both verbally and in writing.
- Basic computer skills.
- Knowledge of food safety, sanitation, and proper food handling practices.
- Ability to provide direction, training, and guidance to staff.
- Ability to recognize quality concerns and take appropriate corrective action.
- Ability to work as part of a team while maintaining accountability for assigned responsibilities.

Our application must be completed to be considered for this position. Please send application, resume, education, licensure/certifications (if applicable), to Human Resources 320 N. 13th St., WaKeeney, KS 67672. They may also be dropped off at the hospital business office, emailed to hr@tclmh.org or faxed to (785) 743-6317. To request an application by mail or email, please email or call (785) 743-2182. Applications also available on our website: www.tclmh.org

Candidates must be energetic and ambitious, possess strong leadership skills, willing to work as a team, have a positive attitude, friendly, and compassionate toward patients.

TCLMH is an Equal Opportunity Employer (EOE)