



JOB DESCRIPTION

Job Title: Dietary Director of Food Service

Ministry: Marygrove/Good Shepherd Children & Family Services

Reports To: Senior Operations Director

Date: 01/01/2025

OUR MISSION

To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

POSITION SUMMARY

The Shared Services Food & Nutrition Director provides leadership and oversight for the planning, implementation, and management of food and nutritional services across Marygrove and Good Shepherd ministries. This role ensures equal support and standardized practices between both ministries while maintaining full compliance with regulatory agencies, including the Department of Elementary and Secondary Education (DESE), Child and Adult Care Food Program (CACFP), Joint Commission, and HIPAA.

The director ensures that all meals meet CACFP/DESE guidelines and that the department is inspection-ready at all times. The role also ensures that protected health information (PHI) related to resident dietary needs is handled in compliance with HIPAA, and that all food service operations align with Joint Commission Environment of Care and Provision of Care standards.

OVERVIEW & RESPONSIBILITIES

- Direct food and nutrition services across Marygrove and Good Shepherd with equal attention to quality, compliance, and service consistency.
- Develop and manage CACFP/DESE-compliant cycle menus, ensuring proper meal components, portion sizes, and age-appropriate guidelines are met.
- Ensure documentation meets Joint Commission standards, including daily logs, storage safety, temperature monitoring, and sanitation protocols under the Environment of Care (EC) and Provision of Care (PC) categories.
- Maintain an active food safety program that addresses infection control, storage compliance, and cross-contamination prevention as required by Joint Commission inspections.
- Ensure that all therapeutic diets, food allergies, and resident dietary plans are managed in accordance with HIPAA privacy rules, which include:
 - Protecting any health-related dietary data from unauthorized access.
 - Ensuring confidentiality when sharing dietary information with staff or vendors.
 - Limiting access to only those with a “need to know.”

- Prepare for and lead response during state inspections, CACFP audits, local health inspections, and Joint Commission accreditation visits.
- Ensure food service staff training and certifications (e.g., ServSafe, food handler licenses) are current and documented.
- Provide regular training on topics including food safety, HIPAA compliance, infection control, and Joint Commission dietary service standards.
- Collaborate with clinical teams to ensure safe and accurate implementation of dietary accommodations based on resident medical orders.
- Monitor sanitation, food storage, and infection control practices to prevent safety citations and improve outcomes.
- Manage staff scheduling and coverage to ensure 24-hour dietary services are maintained at all times, including during holidays and inclement weather.
- Maintain and operate within the approved dietary budget, ensuring cost-effective practices without compromising quality of service.
- Perform other duties as assigned by the Senior Operations Director.

KNOWLEDGE & EXPERIENCE REQUIREMENTS

- Bachelor's degree in Nutrition, Dietetics, Food Service Management, or a related field.
- Minimum of 5 years of experience in food service leadership, with 2+ years in a regulatory or healthcare-focused environment.
- ServSafe Certification (required) and ability to oversee certification compliance among team members.
- Demonstrated experience with CACFP documentation and compliance, HIPAA-sensitive record handling, and Joint Commission inspection preparedness.
- Valid driver's license and reliable transportation for routine travel between ministry sites.

SKILLS & COMPETENCIES REQUIRED

- Strong knowledge of CACFP and DESE requirements, including menu planning, food production documentation, and claim submission.
- In-depth understanding of Joint Commission standards related to food service, including:
 - EC.02.05.01 (managing utilities safely, including food refrigeration and backup power).
 - PC.02.02.03 (providing nutrition and hydration aligned with resident needs and clinical evaluations).
 - IC.02.02.01 (infection prevention and control in food handling and preparation).
- Working knowledge of HIPAA privacy and security rules as they relate to dietary accommodations, medical diet prescriptions, and PHI.
- Experience training and maintaining staff competency in safe food handling, HIPAA compliance, and Joint Commission readiness.
- Proven ability to manage food service operations across multiple sites with consistency and attention to compliance.
- High-level organization and documentation skills to maintain inspection- and audit-ready operations.

RESOURCES FOR WHICH ACCOUNTABLE

- Must be able to lift up to 50 pounds.
- Requires standing, walking, and hands-on work in kitchen environments.
- Routine travel between Marygrove and Good Shepherd is required.

EMPLOYEE NAME

DATE

HR REPRESENTATIVE

DATE