

# Join a team who cares about excellence

## DIETARY FOOD MANAGEMENT (DFM) SUPERVISOR

### DIETARY DEPARTMENT

**BHB** ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

Under the general direction of the Assistant Food Services Manager, the Dietary Food Management Supervisor is responsible for the continued implementation and support of the Dietary Food Management system, working constantly toward achievement of the Department's goal of providing high quality food service to Client's and staff through the provision of accurate and timely information.

#### Key responsibilities include:

- Managing all required tasks. Adhering to timelines and assisting in all stages of the system maintenance, testing, training and creation of therapeutic diets, according to the high standards set by the Bermuda Hospitals Board (BHB)
- Participates as a team member within the Department in the provision of food services and nutritional care
- Works and abides by the Mission and Values of the Bermuda Hospitals Board and the Food Services Department
- Assists with the development and support of goals and objectives for the Food Services Department
- Participates in the selection, training and utilization of the Department's Human Resources to ensure efficient and effective staffing and optimal provision of service
- Supervises the Diet Office staff, prepares work schedules, assigns staff, evaluates work performance, makes recommendations for staffing actions, and conducts Performance Management Appraisals (PMA) and sub- unit Departmental meetings
- Implements and maintains departmental standards, policies and procedures pertaining to Dietary Food Service Management, to ensure optimal provision of service

#### Qualifications &/ Registration required:

- Two (2) -year Associate's Degree in Dietetics, Nutrition Management or Food Service Management or equivalent experience
- Knowledge of therapeutic nutrition, food production and service
- Two years' experience in a hospital dietetic department
- Dietetic Technician, Registered Licensure/Certification Qualifications
- A working knowledge of computerized Dietary Food Management systems including Diet Office, Production, Purchasing Inventory.
- Proficient in use of Diet Manual, Policy and Procedure Manual, Dietetic personnel records, DFM Foodservice System, AS400 System, HP4SI Printer Automated Scanning System, Menus, Reports, Computer, Photocopier
- Knowledge of AS400 would be advantageous

**Schedule:** 35 hours per week

**Closing date for applications is January 19, 2023.** Pre-employment substance abuse screening is mandatory for all successful candidates.

If you want to make a difference, and if your experience and qualifications match the above criteria,  
**visit [www.bermudahospitals.com](http://www.bermudahospitals.com), and apply through BHB Jobs NOW.**  
Select "Work at BHB" and follow the steps.



**Bermuda Hospitals Board**

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VISION:  
TO PURSUE  
EXCELLENCE  
THROUGH  
IMPROVEMENT,  
TO MAKE BERMUDA  
PROUD.

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