

Posted 06/22/2026



GRANT COUNTY
— HUMAN RESOURCES —

Dietary Manager

Grant County is seeking a **Dietary Manager** to lead food service operations at **Orchard Manor**. This position is responsible for planning menus, maintaining standards for quality and service, supervising dietary staff, coordinating department operations, and helping ensure residents receive quality nutrition and dining services. The Dietary Manager works under the supervision of the Administrator and plays an important leadership role in staffing, training, compliance, budgeting, and resident-centered care.

Benefit Position: 80 hours bi-weekly with varying hours

Starting Pay: \$27.79 per hour

Minimum Qualifications

Education:

1. Associate Degree in Nutrition or related field
2. Certified Dietary Manager (CDM) preferred, or ability to obtain within two years
3. CFM certification required within three months of hire

Experience:

1. At least two years of large-scale food service experience; geriatric experience preferred.
2. At least two years of supervisory experience.

How to Apply

A Grant County application and job description may be obtained on www.co.grant.wi.gov (under employment opportunities) or by contacting Grant County Human Resources (608) 723-2540.

Applicants should submit a **letter of interest, resume, and Grant County Application** to the below address or email to employment@co.grant.wi.gov.

Application materials will be accepted until **4:00 p.m. on Monday, July 13, 2026**.

Grant County Human Resources
111 S. Jefferson St. - P.O. Box 529
Lancaster, WI 53813

Grant County is an Affirmative Action/Equal Employment Opportunity employer (AA/EEO). All qualified applicants are encouraged to apply, including minorities, veterans, women, and persons with work-related limitations.

GRANT COUNTY JOB DESCRIPTION

TITLE: Dietary Manager

DEPARTMENT/ AGENCY: Orchard Manor

IMMEDIATE SUPERVISOR: Administrator

PAY GRADE: H

FLSA: Non-Exempt

(**Changed from Exempt 12/2024)

NATURE OF WORK

Under the supervision of the Administrator, plans menus, establishes standards of quality and service; plans, organizes and controls activities of department to meet standards; establishes master staffing patterns and work schedules; provides supervision to staff and serves as a resource person to them; ensures that a trained work force is available; prepares necessary reports and related duties as assigned.

MINIMUM QUALIFICATIONS.

Education:

1. Associate Degree in Nutrition or related field
2. Certified Dietary Manager (CDM)-Optional or willing to obtain within two years
3. CFM-upon three (3) months.

Experience:

1. Two years' experience in food service preparing meals in large quantities; geriatric setting preferred
2. Two years' supervision experience; geriatric setting preferred

Knowledge, Skills and Abilities:

1. Strong organization and leadership ability required
2. Able to be on call when necessary
3. Expected to respond to emergency situations involving the safety of residents, other employees and the facility. This includes the ability to assist with a possible evacuation of residents. Must participate in Orchard Manor emergency plan as assigned

ESSENTIAL FUNCTIONS

1. Assures delivery of quality nutrition and food services
2. Communicates and interprets Orchard Manor policies, standards, and procedures to department employees
3. Participates with the administrator and the dietician in establishing objectives and standards in regard to food quality, variety and service
4. Develops department methods and procedures to meet objectives and standards
5. Ensures the completion of the required MDS assessments

6. Plans menus for nutritional adequacy, subject to approval of Dietary Consultant
7. Coordinates all menus to achieve maximum utilization of personnel, food and facility
8. Obtains explanations from appropriate personnel for deviations from standards and attempts to prevent recurrence
9. Remains aware of technical developments in the area of food service and nutrition and evaluates their applicability in Orchard Manor
10. Establishes standards for the performance of personnel and instills the necessary interest and desire in personnel to meet such standards
11. Directs the selection/hiring, training, assignment and evaluation of staff
12. Approves or initiates disciplinary action as appropriate
13. Provides supervision of department employees
14. Participates in resident council.
15. With assistance maintains and establishes safety, infection and environmental control policies and procedures for the department
16. Responsible for quarterly Quality Assurance studies
17. Establishes specifications for food and equipment purchases
18. Ensures compliance with department budget
19. Make adjustments in work schedule as needed
20. Serves as member of the Care Plan team
21. Meets with consulting dietician as often as necessary concerning nutrition/dietary problems of residents
22. Holds in-service and training programs on a regular basis and keeps records.
23. Work cooperatively with all departments

SUPERVISION RECEIVED:

Work is performed using independent judgment; reports to the Administrator

SUPERVISION EXERCISED: Supervises the Assistant Dietary Manager and dietary staff.

ENVIRONMENTAL FACTORS

Primary working areas are the dietary areas and the office in the kitchen, but also includes work in all areas of Orchard Manor for the purpose of resident contact, review, and charting

Equipment Used: Must be knowledgeable regarding operation, sanitation and safety of all equipment

Strength: Able to lift 50 pounds unassisted

Mobility: Occasionally needs to kneel, twist, climb stairs, and be exposed to extreme changes in temperature – checking temperatures and food supplies in the freezer

Manual Dexterity:

1. Computer skills
2. Able to instruct employees on proper procedures of equipment
3. Simple manipulative skills are required to manipulate a cart with supplies through doors, up ramps

4. Able to use hands and arms to manipulate food supplies while reaching various heights: floor, knee, waist, shoulder, and overhead.

Speech: Able to articulate clearly and understand English to communicate with food vendors and other staff members

Sensory requirements:

1. Able to see close to read labels, instructions, and food orders
2. Able to hear normal sounds and voices with some background noises to answer phone and to communicate with staff and residents
3. Able to see objects 7 feet away to identify potential hazards
4. Able to attend to task for long periods of time
5. Able to understand and relate to specific ideas generally several at a time and relay information to other professionals
6. Able to follow, complete, and remember verbal and written messages, information and task assignments for 8 hours
7. Able to read, write, and communicate in English to develop policies, standards and procedures, and to interpret these for other staff members

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only, and not intended to imply a written or implied contract of employment. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 02/20/2023

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee

____/____/____
Date