

Diet Supervisor



Health
South Western Sydney
Local Health District

What is a Diet Supervisor?

A diet supervisor oversees the work of the Dietitian Assistants (DA) and supports the role of Food Services in the safe and accurate provision of meals to patients. The Diet Supervisor also supports the Manager of Nutrition and Dietetics in the nutritional care of patients.

Roles of a Diet Supervisor may include:

- Daily operational supervision of the Dietitian Assistants (DA) including work schedules, compliance with safe work practice and other department and organization policies.
- Support the Dietitians in the nutritional care of patients
- Support Food Services in their role of providing accurate and safe meals and mid-meals to patients on therapeutic diets
- Supervise packing of enteral feeds for delivery to wards
- Assist in stock ordering & receiving of enteral feeds
- Assist in the rostering of shifts, work schedules, annual leave and recording of sick leave, time-in-lieu of DA staff
- Assist in collecting/maintaining accurate data regarding eg quality projects as directed
- Monitor and report any CBORD database problems
- Monitor and organize maintenance of IT hardware to support the continuing running of all patient-related tasks in relation to the CBORD database.

Career Opportunities

- The organisational and human resource skills gained through work as a Diet Supervisor can assist in progressing to other supervisory roles which provides further scope in career development.

Qualifications Required

- Certificate IV in Allied Health Assistance (Nutrition & Dietetics) minimum

Supervision Required

- An intensive orientation program is provided for all new staff members with ongoing support.

What sort of person should I be?

- Enjoy working in team environment
- Self-motivated
- Team leader

Personal skills required of a Diet Supervisor

- Good communicator
- Well organised
- Able to read, interpret and understand dietary information