

## WHAT IS A DIET SUPERVISOR

A diet supervisor oversees all aspects of preparation and distribution of meals to patients in hospitals.

## ROLES OF A DIET SUPERVISOR

- Supervise the preparation of food, beverage items, mid meals, including salads and sandwiches.
- Supervise the plating of patients' meals on service line.
- Ensure patient meal trays are assembled accurately and diet compliant.
- Supervise distribution of meals to patients.
- Supervise preparation of enteral feeds for delivery to wards.
- Assist in stock ordering & receipt of enteral feeds.
- Assist in maintaining accurate records for sick leave, meal numbers and production requirements.
- Maintain Data base & associated hardware in good working order.
- Maintain patient records on database so they are up-to-date and accurate.

## CAREER OPPORTUNITIES

- Deputy Manager
- Department Manager

## QUALIFICATIONS REQUIRED

- Dietary Practices Certificate
- Dietary Supervision Certificate

## SUPERVISION PROVIDED

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

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Adapted from Australian Government Department of Education, Employment & Workplace Relations Job Guide [www.jobguide.dest.gov.au](http://www.jobguide.dest.gov.au) and SSWAHS staff and reviewed by NSLHD staff.