

Job Description: Dietitian



Function:	Healthcare
Position:	Sodexo Contract Dietitian
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	General Manager
Additional reporting line to:	
Position location:	Chesterfield Royal hospital NHS Foundation Trust

1. Purpose of the Job – State concisely the aim of the job.

- Help provide nutrition and dietetic expertise to catering departments at Chesterfield Royal Hospital including providing technical support such as menu analysis, implementing/ updating catering provision in line with changing nutrition standards, working in partnership and through others to support the contract, client and business growth and development.
- Provide assistance to customers, including colleagues within the wider Sodexo business, regarding compliance with nutritional standards, menu planning, special diet provision and technical queries
- Strategic link between the Trust Dietitian's/ Speech and Language Therapists, Doctors and Nursing staff and Sodexo where matters on food/ hydration are concerned.
- Provide 'Diet and Education' training and equivalent to Sodexo staff.

2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics									

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

Contract Manager
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Contract Dietitian

4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Services must meet CQC, CQUIN and BDA Nutrition and Hydration Digest 2012 guidelines
- Compliance with the 2014 Hospital Food Standards panel recommendations
- Integrating Healthwise – Sodexo's nutrition, well-being and lifestyle philosophy – into Healthcare business
- Demanding Trust dietitians

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Advise Sodexo and Chesterfield Royal Hospital of relevant nutrition and dietetics issues; providing in-house nutrition and dietetics expertise which includes reviewing and drawing on current research, publications and good practice
- Actively keep abreast of current research, best practice and trends in nutrition and dietetics, both clinically and as applied to food and beverage services, using this to underpin and maintain a CPD portfolio
- Keep up to date on all relevant nutritional and monitoring standards, including those set by the Care Quality Commission (and equivalent monitoring bodies throughout the UK), British Dietetic Association and the National Association of Care Catering; to help translate these standards into nutritional targets to aid customer compliance; to help develop meaningful diet coding criteria
- Monitor and evaluate contract standards in relation to dietetics
- Collaborate with the Trust on Nutritional Care and Hydration policies
- Support the Trust in initiatives relating to dementia care and other nutrition focused patient care
- Contribute new ideas for product development and identify gaps in current ranges
- Liaise with TVF dietitian when developing service offers using TVF products
- Create menus and provide nutritional analysis and allergen profiles for specific patient groups
- Assist with menu and range reviews
- Help produce customer literature and collateral – e.g. brochures, picture menu's
- Establish a relationship with the technical department and to help ensure the accuracy of published nutritional data by regularly examining our Real Time Technical data
- Seek feedback from customers through surveys and consultation projects
- Attend nutritional steering groups
- Always seek to improve on the quality and access to nutrition and dietetics information for customers
- Provide diet and education training to Sodexo/ Trust staff

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Improve nutritional standards for patients
- Seamless interface with customers and client on matters related to nutrition and dietetics
- Compliance with food and drink legislation/ guidelines/ standards
- Strong relationships with significant colleagues throughout Sodexo and the Trust
- Sound standards set for product development that meet current national and home country best practice in food services
- Improved Patient Satisfaction Surveys / PLACE/ CQC/ Patient experience data
- Reduction in patient and visitor complaints
- Decrease in food waste therefore commensurately improving nutritional intake of patients

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- A HCPC UK Registered Dietitian (valid Health Professions Council number) and evidences regular CPD activities
- Member of BDA Food Services Specialist Group
- Sound and relevant dietetics experience, some of which has been within the NHS
- Previous exposure to working as a dietitian within the food service or food manufacturing industry
- Experience of writing menus based on cook-chill and cook-freeze catering systems
- Food safety knowledge and understanding
- Trained in public relations and / or media skills
- High level of confidence and knowledge in nutrition and dietetics and keeps abreast of current trends and research in food services and relevant aspects of clinical dietetics
- Competence in the use of nutritional analysis software and data accuracy in nutritional analysis
- Excellent interpersonal and communication skills
- Effective time management and high level of organisation
- Motivated and self-disciplined
- Effective presentation skills
- Able to meet deadlines and targets in a timely and effective way
- Strong IT skills
- Excellent English language writing skills
- Ability to be a successful team player as well as working autonomously as the role requires
- Flexible and able to respond to last minute requests

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	▪ Industry Acumen
▪ Planning and Organising	
▪ Analysis and Decision Making	

9. Management Approval – To be completed by document owner

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Document Owner	CB / HA		