

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
Tel: (876) 625-0612-3 / 962-9491 / 962-8232
Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at **Mandeville Regional Hospital**:

Assistant Dietitian 2 - (HTAC/NDT 2) - 1 Position Vacant
(Salary range \$2,795,163- \$3,322,571 per annum and any applicable allowances)

Job Summary

Reporting to the Regional Dietitian, the successful candidate will be responsible to supervise the production, distribution and service of meals and to educate patient and family members on therapeutic diets.

Qualification and Experience:

- Bachelor of Science Degree in Dietetics/Nutrition from accredited institution;
- At least three (3) years' experience as an Assistant Dietitian 1;
- Certification in Supervisory Management.
- Registered with the Council for Professions Supplementary to Medicine
- Possess a valid Food Handler's Permit

Specific Knowledge, Skills & Competencies:

- Knowledge of the Public Service Regulations, Staff Orders for the Public Service,
- Excellent knowledge of the Science of Human Nutritional Care
- Excellent knowledge of Clinical Nutrition Services
- Excellent knowledge of the Nutrition Care Across Life Cycle
- Excellent knowledge of Food Service System Management
- Knowledge of Modern Management Practices
- Knowledge of the Health Behaviour Change Model
- Knowledge of the Performance Management Appraisal System
- Excellent use of Information, Communication & Technology
- Excellent in Integrity & Ethics
- Excellent Emotional Intelligence skills
- Ability to Managing Internal & External Relationships
- Excellent Teamwork & Cooperation skills
- Must be Customer Focus & Quality Focused
- Excellent People Management skills
- Excellent Problem Solving and Decision-making skills

Key Responsibilities will include:

Technical/Professional/Administrative

- Maintaining administrative control of the department.
- Participating in decisions affecting work and staff welfare within the department.
- Providing staff with the necessary assistance and direction that will enable them to perform their tasks efficiently.
- Liaising with Public Health Department re: food handlers' permit and general safety and sanitation of the department.
- Coordinating monthly meeting with technical and non-technical staff.

- Receiving and analysing enquires or comments regarding the Dietetic Services being offered, and discussing these with Dietitian.
- Recommending Departmental and vacation leave for the Assistant Dietitians in his/her respective hospital.
- Directing and coordinating the Food Service Production employees in accordance with established procedures of the Dietetics Department, through and in conjunction with the Dietitian.
- Monitoring food prepared for quality and quantity.
- Organizing taste testing of meals prepared prior to service.
- Analysing data received from plate waste survey/ food acceptance survey or taste testing and discuss with Dietitian/Regional Dietitian.
- Assisting with the development of standardized recipes.
- Supervising staff to ensure that the standardized recipes are being used.

Special Conditions Associated with the Job

- Works in the Dietary Department of the hospital
- Required to work outside of normal working hours

Applications along with resume should be sent **no later than September 04, 2026** to:

Senior Human Resource Officer
Mandeville Regional Hospital
32 Hargreaves Avenue
Mandeville P.O., Manchester
FAX (876) 625-8493
E-Mail - jobsmrh@gmail.com

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL****

PLEASE INDICATE IN THE 'SUBJECT LINE' OF YOUR EMAIL THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING**