Director of Food Services

Job Description

Reports to: Executive Director

JOB SUMMARY: The Director of Food Services is responsible for the development, planning, organization and directing of the food service and dining programs. The Director of Food Services must ensure that quality nutritional services are provided on a daily basis, that residents’ food requests, needs and interests are met, and that the Food Services Department is maintained in a clean, safe and sanitary manner.

PRIMARY RESPONSIBILITIES:

Food and Inventory

1. Plan weekly menus in accordance with the company policies and procedures, and incorporate a variety of nutritional and fresh, seasonal foods, and resident requested menus.
2. Maintain an adequate inventory of foods and supplies from company approved vendors, including a 3-day emergency supply, within budgetary guidelines.
3. Employ systems to ensure minimal waste and/or loss of inventory.

Food Preparation and Dining Service

1. Prepare and cook food in accordance with nutritional guidelines, state/federal food service and sanitation regulations, and residents’ individual prescribed diets and food preferences.
2. Develop and maintain a file of standard recipes.
3. Ensure that menus are retained according to company retention policies.
4. Present food in an appetizing and attractive manner.
5. Assist in fostering residents’ independence with eating by providing adaptive equipment or special diet types and textures, as indicated by the resident’s service plan.
6. Ensure that meals are delivered on time, at the right temperatures, and in a pleasant manner.
7. Visit with residents at each meal when available, monitor quality of meal and solicit resident feedback on meals served and their likes and dislikes.
8. Prepare food and coordinate food service for special events as requested.
9. Encourage residents to participate in the food service program and provide a forum for their input in menu planning.
10. Provide substitute foods of similar nutritive value to residents who refuse foods served.
11. Other duties as assigned by supervisor.

Regulatory Compliance, Sanitation and Department Maintenance

1. Ensure compliance and staff training with Hazard Analysis and Critical Control Points (HACCP), state/federal food service and sanitation regulations, department of health and company policies and procedures.
2. Maintain a clean, organized, efficient and safe kitchen environment.
3. Ensure proper storage and handling of food and equipment in accordance with state/federal food service and sanitation regulations/guidelines.
4. Assist in developing a preventive maintenance program for dietary equipment. Requisition and replace equipment as necessary. Report needed repairs.
Hiring, Supervising and Training

1. Participate in the recruitment and hiring of food service employees.
2. Prepare a staff schedule for food service and dining room wait staff within budgetary guidelines.
3. Supervise food service employees, and ensure adequate staffing in the food service and dining room departments.
4. Lead by example, encourage teamwork, promote a customer service philosophy, and provide ongoing coaching to employees.
5. Oversee and implement the training of all food service employees in accordance with state and federal rules/regulations and company policies and procedures. Constantly provide opportunities for on-going training and education, individually and in group settings.
6. Conduct regular performance appraisals and, when warranted, corrective action.
7. Ensure appropriate handling of on-the-job injuries as reported by employees. Play an active role in the safety program by serving on the safety committee.

QUALIFICATIONS/SPECIFICATIONS:

1. Genuine concern for and ability to work with the elderly.
2. Knowledge of the requirements for providing nutrition standards to the elderly.
3. Knowledge of and ability to conform to:
   - State/federal food service and sanitation regulations
   - OSHA Standards
   - Safe operation of kitchen appliances
   - Special diets including: low sodium, diabetic, vegetarian, gluten free; and special diet textures and liquid viscosities
4. Ability to train, supervise, lead, and motivate people.
5. Must be able to utilize standard precaution knowledge and infection control measures where required.
6. Ability to delegate responsibility while maintaining oversight of daily activities and major projects.
7. Ability to manage and prioritize a large, complex workload.
8. Ability to make sound decisions when faced with ambiguous situations and to function effectively despite conflicting information.
9. Speech/language- must have strong command of the English language sufficient to read, write, and interpret menus, recipes, and food service/sanitation information.
10. Ability to work with superiors and within the parameters of corporate policies and procedures.

EDUCATION:
Minimum high school graduate, preferred two years of college specializing in culinary arts or nutrition. Required, current ServSafe certification and Food Handler’s permit. Preferred, completion of Manager’s Food Safety Training and Certification.

EXPERIENCE:
Minimum two years experience as a chef/cook in either a health care setting or restaurant and a minimum of one year of supervisory or management experience preferred.
PHYSICAL JOB REQUIREMENTS:
In a typical eight hour day, employee will:

- Stand/walk frequently, punctuated by opportunities to set.
- Sit infrequently, up to 1-2 hours at a time, punctuated by varying intervals to stand.
- Lift
  - ≤10#  ≤25#  ≥50#  ≥75#
- Carry
  - ≤10#  ≤25#  ≥50#  ≥75#
- Push/pull
  - ≤10#  ≤25#  ≥50#  ≥75#
- Constantly
- Frequent
- Occasional
- Rarely
- Bends at waist, knees, hips and spine, frequently while lifting ≥10# but ≤25#.
- Secure proper assistance for transferring and lifting of residents as needed (training required for this task)
- Performs squats on a frequent basis to reach below knee requiring ≥10# but ≤25#.
- Reaches on a constant basis while performing dietary functions. May occasionally reach overhead requiring ≤10#, and below waist requiring ≤25#.
- Performs a twist or rotation frequently at the trunk, hips, knees and neck while performing duties requiring ≥10# but ≤25#.
- Vision-must be able to read clearly with or without corrective lenses.
- Hearing- Must be able to hear telephone, audible alarms, bells, and signals related to resident safety, with or without hearing devices.
- Communication-must have strong command of the English language sufficient to read and write and interpret menus and food service information.
- Bloodborne exposure category: Low

Ageia Health Services is an equal opportunity employer. This means we do not discriminate in employment decisions on the basis of race, color, national origin, citizenship status, creed, religion, sex, age, marital status, disability, political ideology, veteran status, or any category protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation and training. We fully comply with our legal duty to provide reasonable accommodations to allow people with disabilities to apply for and perform their jobs. If you have a disability that would affect your ability to perform the essential functions of this job you must let us know prior to accepting the position and as soon as possible should a change occur.

This job description may be changed to include new responsibilities and tasks or change existing ones as Ageia Health Services Management deems necessary.

EMPLOYEE ACKNOWLEDGEMENT:
I have read and I understand the job description in full for the position I am applying. I understand that my employment is at will and thereby understand that the company or I can terminate employment, with or without cause or advance notice.

I am able to fulfill the duties, responsibilities, and requirements of this position as outlined above.

___________________________________________________________
Applicant's/Employee’s Signature

___________________________________________________________
Date