

**CHELSEA SENIOR LIVING
POLICY AND PROCEDURES**

JOB DESCRIPTION

JOB TITLE: FOOD SERVICES DIRECTOR

SHIFT: DAYTIME

REPORTS TO: EXECUTIVE DIRECTOR

GENERAL MISSION OF EACH EMPLOYEE:

Work as a team member with other staff members to consistently maintain a kind, caring and respectful attitude toward residents, residents' families, guests and fellow staff. Be sensitive to the special needs of seniors and demonstrate a genuine caring attitude. Encourage residents' maximum independence, promote residents' freedom of choice and individuality and respect the privacy of all residents.

All shifts and job responsibilities may be subject to flexible schedules to accommodate the needs of the residence on an as-needed basis. This includes the rotational coverage of weekends, holidays and emergencies when the resident care needs dictate staff schedules and duties. Under unusual circumstances employees may be required to directly assist with the provision of care and service to the residents, including, but not limited to, transportation, activities and other non-skilled, non-technical services. All staff members must attend in-service educational sessions and other knowledge, skills and competency developmental opportunities as required.

All staff members are asked to speak only English in all resident and family areas unless interpreting for a resident or family. All staff members will knock first before entering a resident's apartment, unless in an emergency situation. All staff members will consistently apply Universal Precautions and follow all applicable safety standards in the residence.

SUMMARY:

Develops, plans, coordinates and executes the food service activities of the residence, personally or through delegating duties to dietary staff. Provides overall direction and coordination of the department including direct supervision of dietary staff.

DUTIES AND RESPONSIBILITIES:

- Inspects food and food preparation to maintain quality standards and sanitation regulations. Complies with the standards set forth by the applicable local codes and manufacturer's specifications.
- Ensures availability of current diet manual for all dining service personnel and nursing service personnel.

- Is present in the residence when meals are being prepared. The Food Services Director can delegate this duty to his/her designee.
- Prepares and present three meals a day; assures that between meals snacks and beverages are available for all residents at all times.
- Plans menus and confers with the Dietician as needed to ensure that the dining services are provided as specified in the dining portion of the health care plan. Assures that nutrients and calories will be provided for each resident, based upon current recommended dining allowances of the Food and Nutrition Board of National Academy of Science, National Research Council, adjusted for age, sex, weight, physical activity, and therapeutic needs of the resident, if applicable.
- Prepares menus at a minimum three (3) weeks in advance for all diets ensuring compliance with state and local regulations.
- Posts current menus with portion sizes and any changes in menus in a public area accessible to residents and visitors, and includes any daily changes or substitutions; retains menus including any changes or substitutions for a period of six (6) months. Provides each resident with a copy of the menu.
- Assures that diets are served that are consistent with the diet manual; special diets will be served in accordance with physicians' orders.
- Ensures that no more than 15 hours shall elapse between service of the evening meal and breakfast the next morning.
- Ensures that food on hand shall be sufficient to permit the preparation and service of meals in the event of emergency for three days.
- Assures that substitute foods and beverages of equivalent nutritional value will be available to all residents.
- Assures that storage, preparation and service procedures shall minimize the potential for contamination or spoilage and that if food is adulterated, contaminated or otherwise unfit for human consumption it shall not be used.
- Sees that all meals will be served at the proper temperature and will be attractive when served. Assures that place settings and condiments are appropriate to the meal.
- Fills in for absent staff members as needed.
- Confers with the Health Services Director for tray service as needed.
- Confers with the Recreation Director and the Community Relations Director for special events.
- Oversees the coffee, tea and snack table located in the tearoom.
- Estimates food and beverage costs. Orders and purchases supplies.
- Reviews financial transactions and monitors budget to ensure efficient operation within established limitations.
- Participates in ongoing process of Quality Improvement to evaluate and improve upon services and standards.
- Maintains confidentiality of all residents at all times.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Directly supervises dietary staff, including interviewing, hiring, training, performance appraisals, rewarding and disciplining employees, training and providing continued in-service to staff; addressing complaints and resolving problems.

QUALIFICATIONS:

The qualifications listed below are representative of the knowledge, skills and/or abilities required to perform the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education/Experience: Culinary training or 1-3 years related experience or equivalent combination of experience and training. Supervisory experience preferred.
- Certification in food handling or safe-serve at least every five years.
- Language Skills: Able to read, analyze and interpret general business and professional journals, technical procedures and government regulations. Ability to write reports, business correspondence and procedure manuals. Able to present information effectively and to respond to questions from residents, residents’ families, staff members, regulatory agencies, members of the community and managers.
- Mathematical Skills: Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, areas, circumferences and volumes.
- Reasoning Ability: Able to solve practical problems and to deal with a variety of concrete variables in situations when only limited standardization exists. Able to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Physical Demands: Able to make rounds in the kitchen, dining room and tea room. Must be able to handle objects, tools and controls. Must be able to see, have a good sense of smell and must occasionally lift, push and/or move up to 50 pounds.
- Must have CPR and First Aide Certification.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The employee will work with kitchen appliances, knives, slicing machines, food mixers and other moving mechanical parts. The employee is exposed to extreme heat and cold; environment contains hot liquids, gases and solids. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Employee’s Signature: _____

Date: _____