

# Cordova Community Medical Center

## Job Description

### Food Services Manager

Job Title:	Food Services Manager	Status:	Full-Time
Supervisor:	LTC DON	Pay Grade:	DOE
Department/Division:	Kitchen	Classification:	Exempt

### **POSITION SUMMARY**

Under the direction of the LTC DON, the primary purpose of this position is to assist the Dietitian in the planning, organizing, developing and directing the overall operation of the Dietary Department in accordance with current Federal, State and local standards, guidelines and regulations governing our facility, and as may be directed by the Administrator, to assure that quality nutritional services are provided on a daily basis and that the dietary department is maintained in a clean, safe, and sanitary manner.

### **ESSENTIAL RESPONSIBILITIES**

#### ADMINISTRATIVE FUNCTIONS

- Assist in the planning, developing, organizing, implementing, evaluating and directing the Dietary Department, its programs and activities.
- Coordinate dietary services and activities with other related departments (i.e., Nursing, Housekeeping, Social Services, etc.)
- Assist in developing and maintaining written dietary policies and procedures.
- Assist in developing and maintaining written job descriptions and performance evaluations for each level of dietary personnel.
- Interpret the department's policies and procedures to employees, residents, visitors, government agencies, etc., as necessary.
- Assist the dietary staff in the development and use of departmental policies, procedures, equipment, supplies, etc.
- Perform administrative duties such as completing necessary forms, reports, evaluations, studies, etc., to assure control of equipment and supplies.
- Review the department's policies, procedure manuals, job descriptions, etc., at least annually for revisions, and make recommendations to the Dietician and/or Administrator.
- Develop and maintain a file of tested standard recipes.
- Keep abreast of economic conditions/situations and recommend to the Dietitian and/or Administrator adjustments in dietary services that assure the continued ability to provide daily dietary services.
- Make written and oral reports/recommendations to the Dietician and/or Administrator as necessary/required concerning the operation of the Dietary Department.
- Submit accident/incident reports to the Business Office within twenty-four (24) hours after their occurrence.
- Assume administrative authority, responsibility and accountability of supervising the Dietary Department.
- Inspect food storage rooms, utility/janitorial closets, etc., for upkeep and supply control.
- Review and assist in developing a plan of correction for dietary service deficiencies noted during survey inspections and provide a written copy of such to the Administrator.
- Process diet changes and new diets as received from nursing services.
- Assist the Infection Control Coordinator in identifying, evaluating, and classifying routine and job related dietary functions to ensure that Category I and II Universal Precautions tasks are properly identified.

- Review departmental complaints and grievances from personnel and make written reports to the Dietician and/or Administrator of action(s) taken within five (5) work days.
- Assist in developing and implementing a dietary service organization structure.
- Assist the Quality Assessment and Assurance Committee in developing and implementing appropriate plans of action to correct identified deficiencies.
- Assist in developing, implementing, and maintaining an ongoing quality assurance program for the Dietary Department.
- Participate in survey (inspections) made by authorized government agencies.
- Interview residents, or family members, as necessary to obtain diet history.
- Participate in maintaining records of the resident's food likes and dislikes.
- Assist in developing methods for determining quality and quantity of food served.
- Assure that all progress notes charted are informative and descriptive of the services provided and of the resident's response to the service. Assure that menus are maintained and filed in accordance with established policies and procedures.
- Maintain an adequate liaison with families and residents as necessary.
- Maintain a reference library of written material, laws, diet manuals, etc., necessary for complying with current standards and regulations and that will provide assistance in maintaining quality food service.
- Visit residents periodically to evaluate the excellence of meals served, likes and dislikes, etc.
- Assist in planning normal and special diet menus to assure they are in compliance with the physicians' orders.
- Review the dietary requirements of each resident admitted to the facility, as may be required, and assist the attending physician in planning for the resident's prescribed diet plan.
- Meet with administration, medical and nursing staff, as well as other related departments in planning food service programs and activities.

### **QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED equivalent. Must be a graduate of an accredited course in dietetic training approved by the American Dietetic Association.

**EXPERIENCE:** Minimum, two (2) years experience in a supervisory capacity in a hospital, skilled nursing care facility, or other related medical facility. Training in cost control, food management, diet therapy, etc.

**REQUIREMENTS:** Must be registered as a Food Service Director in this state. Must be able to read, write and speak the English language in an understandable manner. Must possess the ability to make independent decision when circumstances warrant such action. Must possess the ability to deal tactfully with personnel, resident, family members, visitors, government agencies/personnel and the general public. Must be knowledgeable of dietary practices and procedures, as well as the laws, regulations and guidelines governing dietary functions in the long-term care facility. Must possess leadership ability and willingness to work harmoniously with and supervise professional and non-professional personnel. Must have the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies, procedures, etc., of the Dietary Services Department. Must maintain the care and use of supplies, equipment, etc., and maintain the appearance of dietary service areas, must perform regular inspections of dietary service areas for sanitation, order safety and proper performance of assigned duties. Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whichever maturity level they are currently functioning. Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing dietary practices.

