

Lutheran Services Carolinas Job Description

Job Title: Assistant Director of Dining Services

Supervisor (title): Director of Dining Services

Department: Dining Services

Approved by: B. Welch 

Date: 02/15/2015

Purpose/Summary:

The Assistant Director of Dining Services is responsible for assisting the Director of Dining Services in the orderly operation of the Dining department, and will perform duties usually carried out by the Director of Dining Services in case of absence, or as assigned.

Essential Functions (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

1. Interviews residents:
 - a. Obtains dietary history, to include current preferences.
 - b. Determines information needed for the nutritional assessment.
 - c. Develops the nutritional care plan.
2. Attends Long-Term Care Plan meetings.
3. Documents on Progress Notes observations on patient nutritional status. Follows up on any problems as noted in Health Care Plan meetings. Periodically visits patients to evaluate food service.
4. Explains diet requirements to residents or families of residents. Processes diet changes and new diet orders.
5. Evaluates diets against physician's orders to ensure accuracy of diet records; and is responsible for accuracy of meals served.
6. Plans and participates in the in-service education for Dietary department and other related health personnel.
7. Support Director with employee selection, training, coaching, supervision, and evaluation of staff.
8. Maintains present equipment in good state of repair through supervision and reporting responsibilities.
9. Coordinates dietary service with other departments. Confers with and secures advice from Consultant Dietician.
10. Represents Dietary department in institutional committees.
11. Participates in continuing education. Maintains D.M.A. certification.
12. Completes other assigned duties as may be necessary for the orderly operation of the facility.

Supervisory Responsibilities, if any (*The scope of the person's authority, including the positions that report to the incumbent.*):

Dining Services staff

Qualifications (Minimum Job Requirements): *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: High school diploma or equivalent.

Experience: Previous food industry experience in health care environment.

Specific skills/abilities: Knowledgeable of local health regulations and state laws pertaining to dining services and food preparation. Knowledge of Microsoft Office software (Word, Excel, Power Point). Effective verbal and written communication skills.

Knowledge and technical skills to operate the following:

1. Stoves, ovens, convection ovens, microwave ovens
2. Toaster, blender, mixer, kitchen utensils including knives
3. Coffee machines and urns, juice machines
4. Meat slicers
5. Steamer, steam table and kettles
6. Dishwashers, dryers, pot sink and related sterilizing equipment
7. Food scales, transport carts, and cleaning equipment

Specialized knowledge, licenses, etc.: D.M.A. certification

Preferences (Optional):

1. Previous supervisory experience.

Working Conditions/Physical Requirements:

1. Ambulatory throughout facility.
2. Ability to lift and carry minimum of 20 pounds; bend, stoop to floor and reach overhead.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.