

Lutheran Services Carolinas


Job Description

Job Title: Director of Dining Services

Supervisor (title): Administrator/Executive Director

Department: Dining Services

Approved by:



Date: 2/18/2014

Position Purpose/Summary: The Director of Dining Services assists with the direction, development, and implementation of overall operations of the Dining Services department in accordance with state and federal laws and regulations, in conjunction with LSC goals and objectives.

Essential Functions: The Director of Dining Services, in accordance with applicable laws and regulations, LSC objectives, policies, and philosophies, effectively:

1. Plans and supervises all nutritional and dining services and functions. Ensures adequate staffing of dining services department.
2. Oversees food service operations to ensure applicable safety and sanitation codes are being followed.
3. Development of departmental policies and procedures.
4. Coordinates the selection, training, coaching, supervising, and evaluation of dining services employees. Maintains employee records, as required.
5. Plan and participate in the in-service education for dining service employees.
6. Maintains or arranges for maintenance of dietary equipment. Assists with the evaluation of need for equipment repair or replacement.
7. Support in developing departmental budgets and operates the department within the framework of approved budgets.
8. Assists in planning and implementing approved diets and menus.
9. Interviews or assigns staff member to interview residents to determine diet history and current preferences. Periodically visits residents to evaluate dining services.
10. Coordinates dining services with other facility departments.
11. Represents dining services at facility meetings and committees, or delegates this responsibility to staff member.
12. In skilled nursing facilities, ensures:
 - Information is obtained for nutritional assessment
 - Completion of MDS assessment and development of nutritional care plan
 - Documentation in progress notes per facility protocol and regulatory requirements
 - Participation in care plan meetings and follow up on any problems noted.
13. Ensures accuracy of diets as ordered by physician.
14. Explains diet requirements or restrictions to residents and/or family members.
15. Utilizes safety standards and maintains safe environment.
16. Completes other duties as may be necessary for the orderly operation of the facility.

Supervisory Responsibilities, if any: Responsible for supervising all dining services employees.

Qualifications (Minimum Job Requirements):

Education: D.M.A. Certification or willingness to secure same; high school graduate or equivalent.

Experience: One year of health care facility or retirement community food service experience preferred. Prior management experience preferred.

Specific skills/abilities: Knowledge of Microsoft Office software (Word, Excel, Power Point). Effective verbal and written communication skills.

Specialized knowledge, licenses, etc: Knowledgeable of local health regulations and state laws pertaining to dining services and food preparation.

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

Working Conditions/Physical Requirements:

1. Ability to lift and carry minimum of 20 pounds.
2. Ambulatory throughout all areas of facility.
3. Proven ability to bend, stoop to floor, 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.