

**MISSOURI VETERANS HOME PROGRAM
POSITION DESCRIPTION**

POSITION TITLE: FOOD SERVICE MANAGER I

REPORTS TO: ADMINISTRATOR

OVERTIME STATUS: CATEGORY I

ACCOUNTABILITY OBJECTIVE:

To supervise an entire dietary department of a moderate sized healthcare facility so that the proper resident nutritional needs and preferences are met in a safe, aesthetically pleasing environment. This includes the day to day management of a department with a multiple level chain of command. Ongoing coordination is required with a licensed dietician consultant regarding menu planning, sanitation practices and overall food service quality. The position reports directly to the facility Administrator.

QUALIFICATIONS:

Eligibility for the classification of Food Service Manager I on the Missouri State Merit Register. Certification as a Dietary Manger (CDM).

STANDARD REQUIREMENTS:

- Demonstrate knowledge of and promote resident rights, including but not limited to the right to be free of restraints and free of abuse. Promptly report incidents or evidence of resident abuse or violations of residents' rights.
- Follow dress code guidelines as per MVC policy and procedure.
- Approach duties with a positive attitude and constructively support open communication, dedication and compassion.
- Maintain effective communication with residents, families and facility staff.
- Adhere to all established facility and commission policies and procedures.
- Promote positive employee relations.
- Participate in individual training plan as required.
- Work wherever needed within the department and facility.
- Ensure privacy of all protected health information to which he/she may have access.
- Apply objectives from offered training
- Perform duties in a safe manner minimizing the risk of on the job injuries.
- Demonstrate knowledge of emergency procedures and respond accordingly.
- Demonstrate understanding of the mission statement of the Missouri Veterans Commission Homes Program. Exhibit a willingness to work as a team member in carrying out the mission of the organization. Facilitate implementation of care systems, i.e., falls, infection control, quality management programs, etc.

ESSENTIAL JOB FUNCTIONS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

- Maintain certification as a Certified Dietary Manager.
- Provide oversight of the dietary department to ensure that the proper resident nutritional needs and preferences are met in a safe, aesthetically pleasing environment.
- Provide oversight of the dietary department to ensure quality and quantity of food, planning of menus and budget compliance are completed appropriately, accurately, and timely.
- Make frequent inspections of all work, storage and serving areas to determine that regulations governing dietetic activities are followed.
- Recommend or institute changes in Dietary Services policy/procedures to achieve optimum operation of the dietary department.
- Maintain appropriate and timely documentation in resident medical records and participate in the resident care plan process.
- Direct cost control systems to ensure budget compliance.
- Effectively delegate authority to intra-department supervisors to ensure efficient flow of resources within the department.
- Ensure performance management is implemented for each employee and reviewed in accordance with facility policy and procedures
- Assist in selection, recruitment, and training of new employees.
- Provide counseling and disciplinary action as necessary.
- Complete scheduling for department. Edit time records in Kronos and process for employees within the department. Hold departmental meetings at least monthly to ensure that an effective and harmonious work atmosphere is provided all dietary staff.
- Coordinate with Licensed Dietitian Consultant on Menu planning and resident clinical dietary assessments and consultations.
- Determine the ongoing in-service needs of staff and coordinate with Staff Development Coordinator to ensure that these training needs are met per an annual schedule.
- Recognize problem situations and take steps to minimize the problem through taking the initiative to make responsible decisions. This may include the ability to physically intervene as necessary.
- Responds to internal and external disasters such as fires, tornados, etc., in order to protect residents, staff and property.
- Load and unload stock as orders are delivered. This may require stocking shelves by reaching, lifting, pulling, pushing and bending at the knees.
- Recognize basic signs of resident distress when eating, i.e., choking, loss of consciousness. Must be able to know what initial emergency steps to take when such circumstances are present.
- Participate in and attend counterpart meetings.
- Proficient in the use of computer and programs utilized by the facility.
- Perform manual electronic data entry.

- Adhere to infection control procedures as trained.
- Arrive to work on time and when scheduled, minimize unscheduled absences and schedule sick and annual leave responsibly, as established by Commission policies.
- Work overtime as needed.
- Work weekends, holidays, evenings, and nights as needed.

OTHER DUTIES:

- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Physical requirements include: Must be free of diseases that may be transmitted in the performance of job responsibilities per state and local requirements during the stage of communicability unless the incumbent can be given duties that minimize the likelihood of transmission. Physical activities include: balancing, finger dexterity, pulling, pushing, standing, climbing, grasping, stopping, crouching, crawling, kneeling, reaching, wiping, bending, lifting, repetitive motions and frequent washing of hands. Essential sensory and communicative activities include: feeling, seeing, speaking, hearing, smelling, and tasting.

RECEIPT AND ACKNOWLEDGMENT:

I acknowledge and understand that:

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____