

Organization Name Job Description

Job Title: Assistant Director of Food and Nutrition Services

Department: Food Service

Reports To: Director of Food and Nutrition Services

FLSA Status: Exempt

Prepared Date: March, 2003

NATURE OF WORK

General Statement of Duties: Under direction, supervises and coordinates the food preparation and food service activities for Nursing Home residents, children in Child Day Care, Adult Day Care clients, and the Detention Center or similar establishment in accordance with physician orders, IDPH and IDPA regulations and Food Service sanitation procedures.

Supervision Received: Works under the direction of the Director of Food and Nutrition Services.

Supervision Exercised: Exercises supervision over a large number of employees engaged in food preparation and food services activities. Assumes duties of Director in his/her absence.

Characteristic Duties and Responsibilities: (any one position may not include all of the tasks listed nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, assigns and inspects the work of subordinates preparing, cooking and serving food to residents, staff and visitors; plans daily work schedules of subordinates, rescheduling as necessary. May authorize overtime. Interviews and/or hires applicants.

Supervises staff training, completes employee performance evaluations; and issues first and second level discipline. Schedules and assigns staff, prepares department payroll for data entry.

Over sees production and inspects work of Food Service Department staff and completes required reports for adherence to diet orders and food service sanitation regulations. Plans and revises menus in order to comply with IDPH and IDPA standards and diet orders to maintain resident health and satisfaction.

Orders all food supplies and equipment for the department; monitors invoices for compliance with bids to maintain high quality, cost efficient service. Arranges for repair or replacement of equipment and utensils.

Inspects kitchen, resident and staff dining areas, all kitchen utensils and equipment, all food preparation and food service areas for conformance to public health sanitation standards.

Coordinates and plans with various departmental personnel, food preparation activities for special Nursing Home events.

Participates in Interdisciplinary Team Conference for 50 intermediate care residents quarterly to optimize resident health.

Charts dietetic progress notes for 50 intermediate care residents at least quarterly to meet care plan goals.

Performs other duties as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices utilized in the preparation of food on a large scale basis; thorough knowledge of Public Health Sanitation Standards. Basic understanding of nutrition and staff regulations of long-term care facilities.

Ability to plan, organize, and inspect the work of subordinates; ability to train subordinates in the principles and practices of food preparation; ability to follow written and oral instructions in English; ability to develop and maintain good working relationships with residents, staff and co-workers.

Knowledge of the principles of resident rights, confidentiality, EEO and Champaign County Nursing Home personnel policies.

Education and Experience:

Must possess an Associate's or Bachelor's Degree in Food Service Management, supplemented with Food Service Sanitation Certificate, Food Service Manager's Certificate, or an equivalent combination of training and experience.