

FOOD SERVICE OPERATIONS MANAGER

DEFINITION

Under general direction of the Badger Prairie Health Care Center Administrator as well as receiving periodic consultation from the Adult Community Services Manager on issues related to community clients; has overall responsibility to plan, direct and coordinate the Food Service Department; performs related duties as required.

EXAMPLES OF DUTIES

Supervises staff involved in food service operations including effectively recommending action on hiring, probationary periods, performance evaluation, discipline, adjustment of grievances and staffing levels; determines the quantity and quality of food required and formulation of menus and portion control; monitors the maintenance of statistical, financial, and cost allocation records relating to costs, work schedules, supplies, and equipment to all applicable clients, develops methods for cost analysis including costing of recipes, meat supplies, and other products; arranges for the purchase, order, receipt, storage, transport and distribution of food supplies in accordance with standardized menus, and budget parameters; reviews regular diet menus as to cost and suitability to patient needs and standardizes recipes for menu requirements; instructs food service personnel on food preparation and serving, assuring the attractiveness, flavor, and quality of food served to all clients; develops procedures and practices to control the handling and storage of supplies and equipment, and methods of sanitation; inspects all work, storage, and serving areas to determine that all laws, rules, and regulations governing the department and the facility are followed; contributes to planning and evaluation efforts for the comprehensive maintenance of a nursing home and mental health facility according to all applicable state/federal statutes; conducts inservice training sessions for food service and nursing personnel concerning the principles of nutrition and diet therapy; coordinates dietary services with those of other departments; prepares budget requests; develops policies and procedures for food service operations. Meets with the Dietitian Consultant on a regular basis to discuss client diets, assessments, MDS plans, diet errors and notations on meal observations at Badger Prairie.

EMPLOYMENT STANDARDS

Education and Experience: Requires a bachelor's degree in institutional management, food service administration, nutritional sciences or closely related field, plus three years experience in institutional food service; prefer Registered Dietitian.

Knowledges and Abilities: Thorough knowledge of hospital or nursing home diet management, including nutritional values, menu formulation, and recipe standardization; thorough knowledge of the principles and practices of budgeting, purchasing, and cost control; considerable knowledge of the materials, methods, and equipment used in the preparation of foods in large quantities; thorough knowledge of sanitation and health precautions in food preparation and service; thorough knowledge of the market values

FOOD SERVICE MANAGER (continued)
Page 2

of foods and materials; and procurement methods for governmental surpluses; ability to interpret and apply modified and therapeutic diet prescriptions; ability to coordinate and supervise food preparation and servicing activities on a large scale efficiently and economically; ability to formulate and initiate operating plans and procedures; ability to plan, organize, and supervise the work of others; ability to keep records and inventories and to make reports; ability to establish and maintain effective working relationships with employees; ability to effectively deliver material in an organized fashion to political oversight committees; need a complete understanding of HSS 132, OBRA, and general NFPA requirements as they apply to a nursing home facility.

H:\PERSONNL\JOB-SPEC\FDSVOPMG.DOC 02/08/94