

**NORTHEAST MONTANA**

**HEALTH SERVICES - FAITH HOME**  
**JOB DESCRIPTION**  
**DIRECTOR OF FOOD SERVICE**

**NAME:** \_\_\_\_\_

**ACCOUNTABLE TO: SENIOR AND LONG TERM CARE SERVICES**

**PURPOSE OF YOUR JOB POSITION**

The primary purpose of your job position is to develop and maintain dietary objective and standards for the facility. Assists in establishing Policies and Procedures for Dietary Department. Oversees all personnel and activity within department.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

**WORKING CONDITIONS**

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious diseases, waste, and odors, etc.
4. Is subject to hostile and emotionally upset patients, families and visitors.
5. Is willing to work beyond normal working hours, weekends and holidays.
6. Is subject to falls, injury from equipment, odors, etc.
7. May be required to be placed on an "on-call" status during periods of low census.

**ESSENTIAL EDUCATIONAL REQUIREMENTS**

1. Must be able to read, write, speak and understand oral and written instruction in English.
2. Must possess the skills needed to fulfill the purpose of this position.
3. Must possess as a minimum high school diploma or an equivalent.

4. Must be a minimum of 18 years of age.

### **ESSENTIAL JOB FUNCTIONS**

1. Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to work with residents on whatever maturity level they are currently functioning.
2. Must possess leadership ability and willingness to work.
3. Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.
4. Must be able to bend, stoop, lift, stir, and move intermittently throughout the workday. Must be able to lift a minimum of 50 pounds.
5. Must be able to work on feet all-day and free of any lack of mobility problems.
6. Must be able to work flexible hours.
7. Must be able to speak the English language in an understandable manner.
8. Must be able to cope with the mental and emotional stress of the position.
9. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
10. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, physicians and co-workers.
11. Must be in good general health and demonstrate emotional stability.
12. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at time hostile people within the facility.
13. Must display ability to maintain absolute confidentiality at all times.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Maintain required records, revisions, and updates for Dietary Department.
  - a. Attain necessary information.
  - b. Keep all records, revisions and updates current at all times.

2. Assure that all Dietary Personnel are provided adequate in-service education.
  - a. Organize and schedule in-services that will be presented on a monthly basis.
3. Maintain and review Dietary Personnel time cards and attendance records. Evaluate Dietary Personnel.
  - a. Check over time cards on Monday of payroll week to insure that they are correct.
  - b. Evaluate Dietary on an annual and probationary basis.
4. Attend and contribute to all Department Directors meetings.
5. Develop, maintain and implement Dietary Standards, Policies and Procedures.
  - a. Review, update and write Policies, Procedures, and Standards for the Dietary Department in accordance with State and Federal Policies.
  - b. Add new Policies and Procedures and Standards as needed.
6. Maintain all equipment and supplies for department.
  - a. Assure that all equipment is in proper condition.
  - b. Contact necessary personnel to insure that all equipment is running properly.
  - c. Order all items necessary for department making sure that dietary restrictions comply with physician's orders.
7. Supervise all in-house Dietary Personnel.
  - a. Hire, terminate, and discipline Dietary Personnel.
  - b. Follow Nursing Home Policy and Procedure when hiring, firing, and disciplining employees.
8. Consults with Consulting Dietitian on her monthly visits.
  - a. Carry out recommendation as prescribed in Dietitians report.
9. Fills in for emergencies in Dietary Department as needed.
10. Sees that food and Dietary staff is ready for social events involving food service.
  - a. Work with other departments in planning and organizing social events.
  - b. Remind other departments of date of event and what we need from them.

11. To attend care plan and quality assurance meetings that are scheduled.
  - a. Contribute Dietary information that is required at these meetings.
12. Abide by all policies of NEMHS. Read and review all policies.
  - a. All Dietary Policies
  - b. All Personnel Policies
  - c. All Safety Policies and Procedures
  - d. All Disaster Policies and Procedures
  - e. All fire policies and Procedures
  - f. All MSDS applicable to your job
  - g. All OSHA Regulations
  - h. All Corporate Compliance
  - i. HIPAA
  - j. Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

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Supervisor

Date

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Employee

Date