



<b>POSITION TITLE:</b>	DINING SERVICES DIRECTOR
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<b>POSITION SUMMARY:</b>	Responsible for the entire operation of the F& B Department at the Senior Living Community. Ensures the preparation and serving of quality food. Maintains cleanliness of production and service areas.
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<b>REPORTS TO:</b>	EXECUTIVE DIRECTOR - COMMUNITY
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<b>POSITION RESPONSIBILITIES:</b>
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| 1. Prepares food items and serves food to Residents within scheduled time frame.   |
| 2. Follows menu cycle, noting changes or substitutions made.   |
| 3. Cleans and maintains food service areas, including kitchen and dining room.   |
| 4. Assures compliance with state sanitation code.  |
| 5. Orders all supplies and maintains inventory control. Verifies orders received, assuring needed goods are on hand. Ensures that all budgetary guidelines are achieved. |
| 6. Supervises food service functions.  |
| 7. Maintains quality of food services, quantity prepared and sanitation of food preparation area.  |
| 8. Maintains clean, neat and safe working environment.   |
| 9. Assures that Resident food needs and preferences are known.   |
| 10. Assures staff, Resident and guest meals are accounted for daily.   |
| 11. Maintains meal service records as required.  |
| 12. Reports problems, concerns, issues observed with food service and communicates them appropriately.   |
| 13. Observes changes in Resident status, needs or preferences and communicates them appropriately.   |
| 14. Observes other problems and communicates them appropriately.   |
| 15. Observes all work, safety and administrative rules.  |
| 16. Adheres to all established policies and procedures.  |
| 17. Records Resident information as required.  |
| 18. Avoids loss, breakages and waste of supplies and equipment.  |
| 19. Demonstrates knowledge of and adheres to procedures for fire, life safety, disaster, security, worker safety and other emergency procedures.                         |
| 20. Performs other duties as assigned.   |

<b>EMPLOYMENT REQUIREMENTS:</b>
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| 1. Willingness to adhere to assisted living principles in providing services. |
| 2. Ability/willingness to perform all position responsibilities adequately.   |
| 3. Ability to supervise others effectively.                                   |
| 4. Ability to prepare and serve a wide range of foods skillfully.             |



5. Ability to perform and instruct others in food preparation, food serving and cleaning tasks.
6. Keeps all information confidential.
7. Maintains acceptable attendance records/follows work schedule.
8. Organizes and utilizes time appropriately toward accomplishing assigned tasks. Willingness to work nights, weekends, holidays and/or overtime. Requires minimal supervision.
9. Displays cleanliness, good grooming, personal appearance and follows dress requirements consistently.
10. Displays mature behavior and attitude in speech and action.
11. Ability/willingness to learn new skills and to teach others.
12. Interacts in professional manner with Residents, public, co-workers. Works cooperatively with management. Displays willingness to assist co-workers when situation requires.
13. Ability to do occasional heavy lifting (up to 50 lbs.), 30 lbs. regularly.
14. Adequate and clear English speaking and writing ability; able to communicate effectively.
15. Ability to spend long periods on feet and to ambulate quickly.
16. Is free of non-treated communicable disease.
17. CPR/First Aid Certified within 30 days of employment.
18. Ability to work safely and to recognize potentially dangerous situations.
19. Ability/willingness to follow all policies and procedures.
20. Is neat, accurate, dependable and keeps work/space clean.
21. Ability/willingness to work longer than average eight (8) hour shift; work holidays or overtime; to work seven (7) day schedule.

<b>TRAINING AND EXPERIENCE:</b>
Working knowledge of rules and regulations related to health and safety in food preparation. Demonstrated ability in food preparation and services. Supervisory experience in dealing with older adults and their food needs preferred. 18 – 24 months experience in a similar position, CPR/First Aid certified preferred.

<b>EDUCATION:</b>
Minimum Bachelor's Degree preferred. Attendance at mandatory in-service training. Maintain CPR/First Aid Certification. Meet in-service training hours required for job classification and position.

<b>Salary Status:</b>
Salary Commensurate with Experience. Accommodation, Meals, Bonus and Medical Insurance