

Lydia Roper Home

Position Title: Dining Service Manager
Department: Dining
Immediate Supervisor: Administrator
FSLA Status: Exempt

Job Summary:

Work Performed (Performance Requirements): Directs the overall operation of dining services to provide nutritious and appealing meals for residents. Attends to resident requests and concerns, and works to attain high resident satisfaction. Facilitates and oversees dining services for special events and functions. Directs departmental team members, team member development and in-service training. Assists with development of the annual budget and ensures budget compliance. Develops strategic plans for the department. Develops and implements new programs in accordance with Pinnacle Living policies.

- **Essential Job Duties:**

1. Plans, organizes, directs and coordinates the activities of the Dining Services Department to provide services for residents, team members and guests.
2. Responsible for management of Dining Services team members, purchasing of food and supplies, food production, sanitation and routine nutritional aspects of food services.
3. Responsible for the overall operation of Dining Services in a safe and efficient manner.
4. Assists in gathering nutritional data from residents and identifying dietary needs and preferences.
5. Manages implementation of consultant dietician's nutritional recommendations or dietary orders from physicians.
6. Under the direction of the consultant dietician, develops cycle menus providing for the nutritional needs of residents according to state and federal regulations.
7. Assists with hiring, termination, supervision and evaluation of Dining Services team members.
8. Administers policies and procedures for Dining Services and its team members.

- **Additional Job Duties:**

1. Assists with food preparation when necessary.
2. Manages kitchen supplies and equipment utilizing safety, sanitation and efficiency principles.
3. Monitors Dining Services' expenses to control food costs.
4. Must be able to fill in for any position needed in emergencies including administration.
5. Perform all other duties assigned by the Administrator.
6. Attend required in-service programs and present at in-service programs as needed.
7. Lead departmental meetings as required.
8. Occasional travel required to food shows, training events and seminars (etc.)

- **Lydia Roper Home Quality Standards:**

1. Loyalty to and support of the Administrator and a commitment to Pinnacle Living's mission, vision and values.
2. Possesses a positive attitude with a spirit of cooperation and enthusiasm; is friendly, polite, courteous and helpful.
3. Compassion and understanding in dealing with senior adults
4. Works effectively as a team member which includes residents, Lydia Roper Home team members and family members.
5. Flexible working schedule for meeting the needs of the job.

Qualifications Summary:

- Able to read, write and speak English
- Able to add, subtract, multiply and divide with the aid of a calculator.
- Must enjoy working with senior adults.
- Able to work cooperatively with others, function as a member of a work team, take and give direction.
- Able to learn the operation of common commercial kitchen equipment.
- Able to learn skills required for the supervision and leadership of hourly team members.
- Able to stand for eight hours and lift up to 25 pounds.
- Able to bend at the knees and the waist; stooping and crouching required.
- Able to push and pull loads such as a utility cart loaded with required foodstuffs.

Workplace Environmental Conditions:

- Commercial kitchen environment with temperatures as low as zero (0°) degrees and as high as one-hundred (100°).
- Some exposure to steam from boiling liquids and heat from cooking surfaces.

Education and Licensure Requirements:

- High school diploma or equivalent.

Experience:

- Must have five (5) years dining services experience.
- Must have at least two (2) years in a supervisory position.
- Must be a Certified Dietary Manager

Acknowledgment:

The above statements are intended to describe the general nature and level of the work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of team members so classified. The above statements are not an implied contract and your employment is at will.

I have received a copy of this job description. I agree that I have the knowledge, skills and abilities necessary for the job and I can perform the essential job functions outlined in this job description.

Team Member Signature

Date

Administrator's Signature

Date