

JOB TITLE:

Culinary Service Coordinator

JOB SUMMARY:

The Culinary Service Coordinator will have the overall responsibility for operating the Food Service Dept. in a quality manner. This includes responsibility for the total operation of the kitchen, dining room, dish room, related storage spaces, and administrative duties as specified in the Policies and Procedures Manual. Scheduled hours will be Mon – Fri 6:30 AM – 3:00 PM unless otherwise agreed upon with the Manager.

ACCOUNTABILITY:

Manager

DUTIES AND RESPONSIBILITIES:

Staffing:

- Schedule Asst Cook and FSA.
- Participate in the hiring, training, and discipline of staff.
- Present in-services for staff.
- Complete 30-day review, 90-day review and semi-annual reviews.
- Train each new employee, thoroughly, in his/her duties and in the Policies & Procedures, as they relate to their position.
- Assure quality food preparation and presentation, is achieved by Asst. Cook, Culinary Service Aides, and UW.

Operations:

- Plan menus minimizing leftovers, prepare food, serve meals, do dishes.
- Cook 3 days per week on average.
- Supervise kitchen, dining room, dish room and related storage areas.
- Maintain food storage and rotation.
- Order food and supplies, as needed.
- Maintain inventory of kitchen equipment, food and supplies and perform annual inventory of all items related to food service.
- Comply with all regulations concerning food storage and storage of hazardous materials.
- Comply with regulations regarding hair covering and hand protection during food preparation.
- Enforce use of Personal Protective Equipment, for self and staff, when required.
- Responsible for taking temps, and monitoring cleaning schedules.
- Responsible for ensuring proper sanitation practices and procedures in the food service dept and training appropriate staff.
- Must obtain and maintain a chauffeur's license within 30 days of hire.
- Attend weekly scheduling and planning meeting.
- Bi-weekly staff in-service.
- Provide food service meetings
- Use proper body mechanics when lifting or pushing carts.
- Be a part of the safety team and committees, as assigned.
- Follow all Policies & Procedures and the Employee Handbook.

- Report any unsafe conditions to the Manager immediately.
- Maintain a 3-day supply of dry goods, in case of an emergency evacuation.
- Be responsible for garbage control.
- Assist in preparing the dining room for an activity.
- Responsible for meeting any maintenance needs for any food service dept repairs by contacting appropriate vendors and getting repair quotes approved by the Manager.
- Review and follow up on incident reports within your dept.
- Attend all mandatory meetings.
- Be a team player and perform various other duties, as requested by the Manager.
- Uphold confidentiality and Health Insurance and Portability and Accountability Act (HIPAA) regulations.
- Comply with all regulations as they apply to assisted living.
- Comply with all the Community policies.
- Fill in for Asst. cook or FSA, when needed.
- Other duties assigned by the Manager.

Budget:

- Maintain inventory of all food service equipment and supplies and perform annual inventory of all items related to food service.
- Keep within the budget guidelines and do cost analysis.

Emergency Monitoring:

- Respond to calls for urgent assistance from residents of the Community and to respond to fire alarms, or other emergencies.
- Respond, when necessary, to the Emergency Call System when it is activated, and take appropriate action.

CONTACTS:

Manager	Inspectors from state and local departments
Co-workers	Vendors
Residents	Residents' families
Volunteers	Visitors

REQUIRED SKILLS AND ABILITIES:

- Ability to lift between 40 and 50 lbs up to 40 inches
- Able to be on your feet for extended periods of time.
- Good communication skills
- Proven organizational skills
- Cooking in quantity/diverse menus
- Public relations
- Listening skills
- Positive image
- Commitment to the elderly and their well-being
- Supervision and problem solving skills
- Decision-making and goal-setting abilities
- Able to be a strong member of a solid team.

REQUIRED EDUCATION AND/OR TRAINING:

- High School Diploma or GED
- Food Service Certificate
- 2 years' job related experience
- Must have had experience managing others.

PREFERRED EXPERIENCE:

- Experience in an elderly care environment

On this _____ (day) of _____ (month), _____ (year), I have received, and discussed with my Supervisor, a copy of this Job Description.

I understand this is NOT a contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date

All job descriptions are subject to change based on business needs.