



Culinary Service Coordinator

FLSA: Exempt

Reports to: Community Manager

Supervises: Culinary Staff

Created/Revised: March 2018

Core Values:

<u>Philosophy</u>	<u>Integrity</u>	<u>Innovation</u>	<u>Compassion</u>	<u>Commitment</u>	<u>Expertise</u>
Always act with compassion and integrity – Red Carpet Treatment	Open and honest, can be trusted and accountable	Generate new ideas, think out of the box, embrace new ideas	Passion for what you do, caring and respectful	Loyal, dedicated, committed to setting and attaining goals	Experienced, knowledgeable about our industry

Job Summary:

The Culinary Service Coordinator delivers Red Carpet Treatment to Residents, Visitors and Team Members by assuming overall responsibility for operating the Culinary Service Department 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.

Essential Functions:

The following essential functions are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Staffing:

- Prepare schedule for Assistant Cooks and Culinary Service Aides.
- 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 Assistant Cook, Culinary Service Aides, and Resident Assistants.

Operations:

- Plan menus minimizing leftovers, prepare food, serve meals, do dishes.
- Cook 4 days per week on average.
- Develop and make changes to full service “Anytime” menu.
- Be in attendance in dining room during meal service.
- 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 culinary 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 and comply with company dress policy to ensure food is safely prepared.
- Enforce and comply with 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 culinary service department and training appropriate staff.
- Attend weekly scheduling and planning meeting.

- Bi-weekly staff in-service.
- Provide culinary 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 culinary service department 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 Assistant Cooks or Culinary Service Aides, when needed.
- Other duties assigned.

Budget:

- Maintain inventory of all culinary service equipment and supplies and perform annual inventory of all items related to culinary 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.

Desired Skills and Experience:

- 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
- Experience managing others
- Preferred Culinary Arts degree
- Two year's related experience related to culinary or hospitality services

Required Education and Experience:

- High school diploma or general education degree (GED)
- Approved Food Service Certificate
- Knowledge of basic culinary service management

Qualifications:

The physical demands described below are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the Team Member is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms and taste or smell. The Team Member is frequently required to stoop, kneel, crouch or crawl and talk or hear. The Team Member is occasionally required to sit. The Team Member must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Language Ability:

- Ability to use English to communicate effectively in writing and orally.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Cognitive Demands:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- Ability to use Microsoft Office Programs.
- Ability to use the Internet and order processing system.
- Ability to use Apple I-PAD.

Environmental Adaptability:

- Works primarily indoor in a climate controlled setting
- Possible exposure to wet or humid conditions, extreme cold or extreme heat (non-weather)
- Possible exposure to moving mechanical parts and risk of electrical shock
- Possible exposure to chemicals as identified in the MSDS Manual
- Continuous exposure to clients and/or family members who may be under stress

CANCELLATION OF PREVIOUS AGREEMENTS

The employee and Senior Housing agree that this job description supersedes and cancels all previous position descriptions, schedules, and arrangements as of its effective date.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOTHING CONTAINED IN THIS JOB DESCRIPTION CREATES AN EMPLOYMENT CONTRACT OR IN ANY WAY ALTERS THE EMPLOYEE'S STATUS AS AN EMPLOYEE AT-WILL.

Acknowledgement:

Team Member's Signature

Date

Direct Supervisor's Signature

Date