



S K Y L I N E  
H O S P I T A L

## **JOB DESCRIPTION**

**Position Title:** Food Services Manager  
**Department:** Dietary  
**Reports To:** CEO  
**Date Revised:** 11/16/2017  
**Date Reviewed:** 11/16/2017

### **DESCRIPTION OF POSITION**

Food Services Manager is responsible for the day to day management of all of food service programs and kitchen operations at the hospital. This includes managing dietary staff, the departmental budget, food and supply ordering, menu planning, food preparation for patients, staff and catered hospital functions. This position will work in collaboration with the dietitian ensuring special dietary needs are met.

**The above statement is intended to describe the nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.**

### **EDUCATION BACKGROUND AND EXPERIENCE**

- Dietary or Culinary Degree or minimum three years food service management experience required
- Knowledge of therapeutic diets and the ability to train dietary staff on them
- Knowledgeable in creation of menus
- Washington Serve Safe Certification

### **REQUIRED KNOWLEDGE AND SKILLS**

Supports hospital mission and strategic vision; manages hospital resources appropriately; complies with hospital policies and programs; maintains skill levels, licenses, and certifications; complies with all state and federal compliance and HIPAA requirements; keeps lines of communication open between self and other hospital personnel; competent with computer programs.

### **SUPERVISOR ESSENTIAL JOB FUNCTIONS**

1. Meets hospital organizational responsibilities:
  - a. Regularly attends Department Head meetings and other scheduled meetings.
  - b. Fulfills PI data collection requirements; participates in PI activities.
  - c. Follows state regulations for department facilities and maintains policy and procedure manuals as required.
  - d. Follows Human Resource policies regarding hiring procedures, timeliness of staff evaluations and disciplinary actions.
  - e. Initiates and supports new department hospital services or products.
  - f. Follows all other hospital-wide policies and procedures (Infection Control, Employee Health, etc.).
  
2. Department Management and Management Skill Development:
  - a. Attends Management Development seminars.
  - b. Participates in and supports other management activities.
  - c. Demonstrates growth in management skills such as time management, conflict management, problem solving and decision making.
  - d. Anticipates, plans and implements staffing alternatives when needed.
  - e. Fosters department harmony and staff development by utilizing effective communication methods and staff participation in department functions.
  - f. Participates in management council.
  - g. Ensures appropriate orientation and education of all new employees to hospital and department and staff is up-to-date on yearly orientation.
  
3. Financial Responsibilities:
  - a. Monitors monthly financial reports and utilizes them for staffing and supply adjustments.
  - b. Completes variance analysis forms as appropriate and in a timely manner.
  - c. Works with Materials Management for cost-effective methods to supply department.
  - d. Prepares and submits yearly budgets on time.
  
4. Organization Reporting Structure:
  - a. Staff relates department/job issues to Manager for follow-up.
  - b. Manager contacts Administrative Representative on issues of policy and performance and follows organizational chart to resolve those issues.

## **ESSENTIAL JOB FUNCTIONS**

1. Confers with consultant dietitian to ensure that menus and department policies conform with nutritional standards and government regulations and procedures.
2. Reviews patient diet information and discusses requests, changes and inconsistencies with patient and/or nursing staff.
3. Plans and prepares regular and therapeutic diets according to physician orders.
4. Plans and prepares meals for hospital staff and visitors. Caters other hospital functions.
5. Orders food appropriately (bulk and fresh). Considers quality, cost, correct invoicing of goods, process and storage requirements.
6. Follows all state and professional regulations for kitchen safety, sanitation and security.
7. Effectively intervenes in patient/family complaints, patient dietary preferences.
8. Performs daily, weekly and monthly duties as identified in the department policies and procedures.

## **CONTINUING EDUCATION**

1. Participates in developing and learning new procedures.
2. Participates in in service, yearly orientation and department meetings as required.
3. Maintains skill levels by reading current publications, bulletins and trends.

## PHYSICAL REQUIREMENTS

Position Title: Dietary Department Manager

	Never (0%)	Seldom (1%-10%)	Occasionally (11%-33%)	Frequently (34%-66%)	Continuously (67%-100%)
Sitting		X			
Standing					X
Walking					X
Bending/ Stooping				X	
Crawling	X				
Twisting			X		
Squatting/ Kneeling			X		
Climbing (Stairs/Ladders)		X			
Lifting 25 lbs.				X	
Carrying 25 lbs.				X	