

## Foodservice Production Supervisor

### **NATURE OF WORK IN THIS CLASS:**

This position is responsible for the daily operations of the Foodservice Production Unit which includes participation in the nutritional assessment of residents/patients.

An employee in this class will provide supervision and guidance to ensure that food quality, safety standards, and resident/patient expectations and needs are met.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Oversee staff and daily operations of foodservice production and distribution, temperature control, waste and pilferage control, and sanitation.

Supervise and participate in a variety of activities of a food service unit to include food preparation, service, and record maintenance in an acute and semi-acute care setting.

Conduct resident/patient nutritional assessments which includes food/fluid intake information in collaboration with registered dietitians.

Identify standards and procedures for food preparation.

Participate in menu planning, including responding to resident/patient preferences, substitution lists, therapeutic diets, and industry trends.

Inspect meals and assure that standards for appearance, palatability, temperature, and serving times are met.

Manage the preparation and service of special nourishments and supplemental feedings.

Assure safe receiving, storage, preparation, and service of food in compliance with guidelines.

Takes corrective action as needed to determine appropriate utilization, storage or disposal of foodstuffs.

Ensure adherence to high quality standards and sanitation procedures of staff.

Record nutritional assessment data in the medical record and other required MDS forms.

Determine, review, revise and develop dietary plans in collaboration with a registered dietitian and physician orders; nutritional status and eating function of clients/patients.

Establish and implement policies and procedures.

Attend department/division meetings and participates in the development of quality and performance improvement reports.

Maintain records and prepare reports.

**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of nutritional counseling techniques and methods for diet teaching.

Knowledge of food sanitation procedures.

Knowledge of the principles of menu planning for optimal nutrition of health and disease for clients/patients.

Knowledge of culturally sensitive and educational techniques and methods.

Ability to conduct nutritional assessments.

Ability to operate computer programs, i.e., Microsoft Word, Excel, etc.

Ability to supervise.

Ability to lift and carry in excess of 50 pounds.

Ability to withstand extreme temperatures, hot and cold.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:**

- A. Two (2) years of experience in healthcare foodservice management and a Bachelor's degree in food service management, hospitality or related field; or
- B. Four (4) years of experience in foodservice management or hospitality and an Associate's degree in foodservice management, hospitality or related field.

**NECESSARY SPECIAL QUALIFICATION REQUIREMENT:**

Possession of a valid Certification in Dietary Management (CDM) or similar national certification in food service management and safety from a national certifying body.

KNOW HOW	EI3 200
PROBLEM SOLVING	E3 (33%) 66
ACCOUNTABILITY	E1C 76
TOTAL	342
PAY GRADE	M

Approved:



Eloy S. Lizama, Chairman, Board of Trustees

Date: 7/26/18