

## DIRECTOR - FOOD SERVICES

GENERAL STATEMENT OF DUTIES: Manages the food services division of WCMC or RTI; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent of this class has full responsibility for the management of the Food Services Division of the Hospital or Ruth Taylor Institute. This includes the supervision and training of professional and support dietary staff as well as student dietitians involved in providing nutritional care to patients and in the preparation and serving of food to patients and staff. Supervision is exercised over a substantial number of employees.

EXAMPLES OF WORK: (Illustrative Only)

Directs, manages and coordinates the activities and operation of the Food Services Division, including the planning, preparation, and serving of meals to all patients and staff members to insure the effective and efficient delivery of nutritional care in a large health care facility;

Develops procedures to insure conformance to Health Department and JCAH standards and regulations, and to meet quality control standards;

Reviews the requisitioning and purchasing of all food and supplies, insuring adequate quantities and quality to meet food production needs;

Reviews the requisitioning of all repairs, replacements, new equipment, and supplies of dietary areas;

Meets regularly with professional staff to provide them with guidance, direction and evaluation of their performance in meeting departmental goals and objectives;

Recruits, trains and evaluates staff, insuring adequate coverage for clinical, food production, and employee feeding and catering areas;

Oversees an approved dietetic internship program for student dietitians in conformance with the hospital's mission as a teaching facility;

Prepares and monitors the annual budget for the Food Services Division to insure adequate resources within allocated limits for funding and develops required reports and records;

Confers with other department heads on food service needs and to coordinate activities for optimal patient nutritional care;

Keeps abreast of current trends in the field of dietetics and hospital administration.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of hospital dietetics and nutritional standards; thorough knowledge of the principles for efficient and economical operation of a dietary service in a clinical environment; thorough knowledge of health regulations governing sanitation as applied to food preparation, service, and storage; good knowledge of the principles of institutional management as applied to food production and costs; good knowledge of the principles of public health administration; good knowledge of the techniques of supervision; initiative in defining and maintaining high standards in food ordering and preparation; ability to plan and direct activities in accordance with stated goals and objectives; resourcefulness in meeting food production needs within budgetary constraints; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree\* in dietetics, nutrition, or institutional management, and either (a) five years of professional dietetics experience in a large health care facility serving at least 500 meals, three times daily, two of which must have been at the supervisory/administrative level; or (b) 30 credits toward a Master's Degree\* in Public Administration or in one of the above stated fields may be substituted for each year of the general experience stated above, exclusive of the required supervisory/administrative experience; or (c) a satisfactory equivalent combination of the training and experience described in (a).

SPECIAL REQUIREMENT: Must be registered as a Dietitian by the American Dietetics Association.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.