

FOOD SERVICE MANAGER - WESTCHESTER COUNTY MEDICAL CENTER

GENERAL STATEMENT OF DUTIES: Directs the operation of the Food Services Division of the Westchester County Medical Center or Ruth Taylor Institute; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Director - Food Services, an incumbent of this class is responsible for directing, supervising and coordinating the activities of one or a combination of the following units of the Food Services Division of the Westchester County Medical Center or Ruth Taylor Institute: the Patient Nutritional Care Unit, Food Production Unit, Employee Feeding/Catering Unit. Work involves planning, coordinating, integrating and monitoring the nutritional care program for all patients/residents as delivered by subordinate staff according to physician's orders and nutritional assessments of professional dietitians as part of the total care provided to improve patients' status. Responsibility also involves the delivery of such service in compliance with established departmental policies, objectives, as well as New York State Health Department, safety, quality control, and other regulatory standards. Supervision is exercised over a substantial number of professional and non-professional dietary personnel, as well as dietetic students and interns.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements practices and procedures for the daily operation of the unit in providing patients/residents with the nutritional component of their overall care and treatment, including the nutritional assessment and review process as well as the food production process, to ensure acceptable patient outcome;

Delegates responsibilities and establishes work schedules for each staff member to ensure proper coverage for each area of nutritional care, providing them with supervision, training and evaluation of work performance;

Reorganizes staff according to the growth, development and needs of the hospital, and to provide them with motivation consistent with professional growth;

Manages and controls menu and meal planning activities consistent with patient preference and nutritional needs, as well as food service in the employee cafeteria and catering; oversees the forecasting and calculating of food preparation and distribution schedules to insure quality and timeliness;

Designs, institutes, coordinates and evaluates a quality assurance program for the Food Services Division that ensures compliance with standard, policies and procedures, and to identify and correct problem areas which affect patient care;

Designs, coordinates, supervises and evaluates educational programs for staff members in order to raise their competency and qualification level; and provides educational experiences for students, such as Dietetic Interns, Dietetic Technicians, undergraduates and graduate students, nurses and physicians, consistent with the Medical Center's mission as a teaching facility;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Keeps abreast of developments in the field of Food Services and Nutrition in order to promote professional growth;

Supervises the ordering, storage, and maintenance of food, supplies and equipment in assigned unit, and meets with vendors and sales representatives, as needed;

Supervises and reviews the maintenance of records and files on departmental activities, and the preparation of required reports;

Consults with other department heads to coordinate activities for effective unit management;

Assists in budget preparation for the division to insure adequate staffing and supplies to meet projected service requirements;

Establishes prices for cafeteria/catering based on food and production costs;

Communicates with the maintenance division to insure proper functioning of all equipment located in cafeteria and catering areas;

Conducts and attends meetings to promote inter and intra departmental communication.

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) four 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 or 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 or 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 or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.