



## Job Description

# **CHEF/NUTRITIONAL SERVICES COORDINATOR**

**Supervisor:** Administrator

**Job Qualifications:** Must possess as a minimum, a high school diploma, one-year dietary experience in a hospital, skilled nursing care facility, or other related medical facility or quantity food production experience is preferred, but is not necessary. They shall be at least 18 years of age and exhibit the capacity to respond to the needs of the residents and manage the complexity of the CBRF.

Having previous experience working in a related skill and/or health care related field having direct contact with one or more of the client groups identified under s.[DHS 83.02 \(16\)](#) is beneficial.

Must have at least two or more years supervisory experience working in a health care facility or food service area.

**Responsibilities:** The primary purpose of your role is in planning, organizing, developing, and directing the overall operation of the Nutritional Services Department in accordance with current Federal, State, and local standards, guidelines, and regulations governing our facility, and as may be directed by the Administrator, to assure that quality nutritional services are provided on a daily basis and that the Nutritional Services Department is maintained in a clean, safe, and sanitary manner.

**Daily duties include but are not limited to:**

**DHS 83.41 Food service section.**

- Plans, develops, coordinates, evaluates, and monitors the food service system of the facility to achieve quality food production.
- Purchases and receives food, smallware equipment, and supplies.
- Makes recommendations for purchases of capital equipment for the Nutritional Services Department.
- Ensures that departmental staffing needs are met through the preparing of work schedules.
- Responsible for hiring, training, and evaluating dietary staff.
- Provide leadership for the nutritional services staff and provides continuing education programs.
- Works closely with a dietician in assuring the nutritional needs of the residents are met.
- Develops a comprehensive assessment of the dietary needs for each resident. Actively participates in Care Conferences, Food Committee, Quality Assurance, Medicare, and Management Meetings as well as other meetings that may be required.
- Documents on residents.



- Maintains confidentiality of all resident care information and assures that the nutritional services staff is knowledgeable of the resident's rights and nutritional needs.
- Coordinates and controls food service budget. Prepares a monthly food cost report which includes information on amount spent for food and supplies and the number of resident meals, employee meals, guest meals, and Meals on Wheels.
- Maintains a productive working relationship with the nutritional services staff, department heads, and other staff throughout the facility.
- Plans menus based on established guidelines.
- Standardizes recipes and tests new products for use.
- Maintains food service records including Diet Cards, Nourishment Labels, Menus, Temperature Sheets, etc.
- Other duties or projects assigned by Administrator.

**Physical Demands:** See attached job function profile.

**Tasks performed requiring Personal Protective Equipment.**

- Follow MSDS recommendations.

**Equipment commonly utilized:**

- All kitchen equipment including but not limited to:
  - steam table
  - ovens
  - freezers
  - refrigerators, etc.

This job description is not intended to be all inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other manager.

Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

This offer is conditional upon the successful completion of criminal history record, evidence of eligibility to work in the United States, caregiver background checks, and meeting MCP's training program within 90 days of employment. This is considered your formal notice. At any time during employment, if any conditions change regarding criminal history background information – employer must be notified immediately.

Caring for residents with Dementia and Alzheimer's can be an extremely challenging and stressful occupation that subjects employees to associated behaviors. By signing this document, you acknowledge your understanding of the industry pressures and inherent stress associated with this position.



I have read the above job description and fully understand its contents. I hereby agree to accept the responsibility as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>STRENGTHS</b>	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Physical Demands</b>
Push/pull light objects under 10 pounds					X	Frequency Code
Push/pull objects less than 20 pounds					X	
Push/pull more than 20 pounds				X		<b>N</b> = Never
Push/pull more than 50 pounds		X				<b>S</b> = Seldom/once or twice a week
Lift/carry light objects					X	<b>O</b> = Occasionally/at least once a day
Lift/carry objects less than 20 pounds					X	<b>F</b> = Frequently/several times a day
Lift/carry objects more than 20 pounds		X				<b>C</b> = Constantly/ongoing throughout the day
Lift/carry objects more than 50 pounds		X				
Lift/carry objects more than 100 pounds	X					
<b>MOBILITY</b>						
Walking					X	
Standing				X		
Squatting			X			Job Title:
Sit for prolonged periods				X		<b>Chef/Nutritional Services Coordinator</b>
Stand for prolonged periods				X		
Remain in uncomfortable position for long periods such as bending over tables or beds		X				
Climb stairs	X					
Reach above shoulders			X			
Bend				X		
Kneel			X			
Drive		X				
<b>ENVIRONMENTAL CONDITIONS</b>						
Exposure to blood, body tissue or fluids	X					
Exposure to hazardous waste materials other than blood, body tissues or fluids		X				
Exposure to excessively high temperatures				X		
Exposure to excessively low temperatures	X					



Exposure to sudden fluctuations in temperatures	X				
Exposure to seasonal conditions in outside weather		X			
Exposure to grease or oil				X	
Exposure to toxins, cytotoxins, or poisonous substances			X		
Exposure to dust		X			
Exposure to other hazardous materials such as chemicals			X		
Exposure to bodily injuries		X			
Exposure to loud or unpleasant noises			X		
Exposure to high humidity or wetness			X		
Exposure to electrical hazards	X				
Exposure to burns			X		
Exposure to electro-magnetic radiation	X				
Exposure to mechanical hazards		X			