

Buckner Retirement Services, Inc.
OPEN POSITION POSTING

Opening Date: July 28, 2010 **Closing Date:** Until Filled

Position Title: Food Services Director **Position Status:** Full-Time; Exempt

Department/Division: Dietary

Location: Parkway Place; Houston, TX

BASIC FUNCTION:

Direct and oversee the facility's nutritional program and dietary service operations to ensure consistent quality nutritional care, high quality food products, and excellent services are provided to residents while maintaining the standards of Buckner and all regulatory agencies which affect the facility. Responsible for supervising meal preparation and service of resident meals to ensure consistent quality and resident satisfaction.

Position description/objective:

- *1. Plan, develop, organize, implement, evaluate and direct all aspects of the Dietary Department programs and activities.
- *2. Oversee and ensure quality food service for special functions as directed.
- *3. Develop and ensure quality standards for food production and for service of prepared foods; perform quality control audits regularly.
- *4. Develop quality standards for the purchase of food products; oversee food purchasing.
- *5. Develop and ensure standard menu cycle to reflect optimum geographic and seasonal appeal and food purchase value.
- *6. Develop and ensure standards and procedures for sanitation, security and safety in food service operations in accordance with established guidelines.
- *7. Develop and ensure procedures for conservation and efficient consumption of energy and utilities in food service operations.
- *8. Coordinate dietary services and activities with other departments as necessary. Work together with Administration, medical and nursing staff, and other related departments in planning food service programs and activities.
- *9. Timely and accurately complete Minimum Data Set Plus (MDS+) forms for all residents as required.
- *10. Develop individualized resident care plans in accordance with state regulations in conjunction with Care Plan Team. Attend and participate in Care Plan Team meetings as required.
- *11. Develop nutritionally calculated diets in accordance with physician orders.
- *12. Provide nutrition counseling/education for residents as necessary.
- *13. Develop and maintain recipes as necessary; standardize production recipes and keep accurate records in accordance with established policies and procedures.

- *14. Make written and/or oral reports/recommendations concerning the operation of the Dietary Department. Implement recommendations to provide the highest quality services to residents.
- *15. Routinely inspect food storage rooms, supply closets, etc. for upkeep and supply control.
- *16. Participate in facility surveys (inspections) and licensure/certification compliance reviews as related to food service operations and nutritional care. Review and assist in developing a plan of correction for dietary service deficiencies noted during survey inspections and provide a written copy to the Administrator. Take corrective action as necessary to cure any dietary deficiencies.
- *17. Assist in processing diet changes and new diets as received from nursing services.
- *18. Develop methods for determining quality and quantity of food served. Develop, implement and maintain an ongoing quality assurance program for Dietary Department's food service and nutritional care as required by state regulations and Buckner policy and procedure.
- *19. Interview residents or family members as necessary to obtain diet history. Maintain records of the resident's dietary likes, dislikes, food allergies, etc.
- *20. Schedule department work hours, personnel work assignments, etc.; standardize methods in which dietary tasks will be performed. Make daily rounds to ensure that dietary personnel are performing required duties and to ensure that appropriate dietary procedures are being rendered to meet the needs of the facility.
- *21. Develop, implement, and oversee the food service production line, etc. to ensure that meals are prepared accurately, efficiently, and timely.
- *22. Develop and manage the food service operations budget effectively. Manage program resources to insure they are used efficiently and appropriately.
- *23. Source, hire, supervise, monitor, evaluate and provide direction to direct reports. Provide professional growth and development; develop and communicate goals and objectives. Monitor and provide constructive feedback; conduct annual performance evaluation.
- *24. Cultivate and monitor relationships with outside service providers, vendors, consultants, agencies and organizations to develop relationships to enhance the delivery of services to clients.
- *25. Maintain compliance with all Buckner policies, procedures and requirements. Maintain compliance with all state and federal laws and regulatory requirements.
- *26. Assist, guide and support supervisors with employee selection, review, evaluation and terminations.
- *27. Plan and facilitate in-service training for dietary staff as required by state regulations and Buckner policy and procedure. Conduct staff meetings regularly; attend and participate in staff meetings and training as required.
- *28. Develop emerging leadership through professional growth and development. Attend special conferences and seminars related to management of nutritional care and institutional food service programs as approved by the Director of Operations.
- *29. Responsible for supporting and representing Buckner at special events, activities and other assigned functions.
- *30. Work successfully as a part of a team and responsible for developing then maintaining strong working relationships with co-workers.
- *31. Travel as needed to monitor, assess and help develop programs.
- *32. Perform general office tasks as required.
- 33. Perform special assignments, projects, and other duties as required.

Numbers 1-7, 10, 11, 13, 15, 16, 18, 20-23, and 27 are considered Primary Duties for this job.
* Indicates essential functions of the job.

Required skills and experience:

1. Requires in-depth understanding of a comprehensive field of knowledge normally associated with the attainment of a Bachelor's Degree in a related field. Bachelor's Degree required; culinary school graduate preferred. American Dietetic Association Registered Dietitian preferred. Minimum 3 years prior related experience in institutional food service required; prior related experience in long term care preferred. Prior related managerial experience required.
2. Requires current food service certification from the City of Houston Health and Human Services.
3. Jobholder must meet annual continuing education requirements to retain Licensed/Registered Dietitian status as appropriate.
4. Requires prior experience in food and labor cost control, demonstration cooking, menu development and pricing, and development of a culinary team.
5. Requires proficient ability to speak, read and write English.
6. Requires proficient working knowledge of all phases of the operation of institutional food service including quantity food production, purchasing, and quality food presentation and service. Requires acute understanding of purchasing, receiving, inventory control, and stock rotation.
7. Requires proficient working knowledge of compliance requirements for federal and state laws, regulations and programs related to food service in a long-term care facility.
8. Requires proficient working knowledge of basic nutrition principles and therapeutic diets.
9. Requires ability to speak clearly and make self understood effectively in fact to face interactions; articulate with accuracy to speak on the phone.
10. Requires ability to hear and receive verbal instructions, answer phones, communicate with people in situations with some background noise.
11. Requires ability to meet or exceed hospitality and service standards.
12. Requires ability to work under minimal supervision while exercising excellent professional judgment and initiative.
13. Requires the personality attuned to meeting the needs of the client and the ability to establish and maintain effective and appropriate working relationships with direct reports, co-workers, and the public.
14. Requires the ability to command a presence in the kitchen and dining areas.
15. Requires ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings.
16. Requires proficient ability to plan, administer, and report budgets.
17. Proficient working knowledge of budgetary management and development of policies and procedures required.
18. Requires ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
19. Requires ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
20. Requires ability to travel to various geographic locations and some overnight stays.

21. Requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be eligible to be insured under Buckner's insurance policy. Must be age 21 or older to drive on behalf of Buckner.
22. Requires ability to maintain confidentiality.
23. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information.
24. Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required.
25. Requires commitment to Christian principles and teachings both professionally and personally.
26. Requires ability to use up to 75 pounds of force occasionally and/or up to 50 pounds of force frequently and/or 10 pounds continuously to move objects.
27. Requires ability to walk, stand, stoop, reach, lift, grasp, push, pull, bend and sit, sometimes for prolonged periods of time.
28. Requires sufficient good health to properly discharge duties.

**Contact: Human Resources
 Parkway Place
 1321 Park Bayou Drive
 Houston, TX 77077**

**Phone: 281-556-9200
Email: resume@buckner.org**

Buckner Retirement Services, Inc. is an Equal Opportunity Employer.