HOSPITAL DIRECTOR OF FOOD SERVICES

DEFINITION
Under general direction, plans, directs, coordinates and supervises Food Services activities and operations including, but not limited to, procurement, receiving, storage, preparation and menu planning for Natividad Medical Center (NMC); and performs related work as required.

DISTINGUISHING CHARACTERISTICS
This class differs from the Assistant Food Services Supervisor in that the incumbent has total responsibility for the planning, preparation and personnel in the Medical Center food services program.

EXAMPLES OF DUTIES
Nothing in this specification restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

1. Develop and implement the Food Services Department goals, objectives, policies and procedures
2. Develop work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products and programs to determine compliance with health regulations and budgetary constraints
3. Prepare food service program budget and cost allocation plan; administer approved budget; and monitor expenditures
4. Oversee and/or direct the activities of workers engaged in the preparation, storage, delivery and service of food; and ensure compliance with health regulations regarding sanitary conditions in food storage, preparation and service, in kitchen and dining areas, and in food service staff
5. Direct, oversee and/or participate in menu planning, quality assurance, and the purchase and receiving of food, food service equipment and supplies within guidelines of government nutrition standards, budget, and food product availability
6. Maintain contact with food and kitchen supply vendors and purchasing agents in order to make economical purchases and do long-range menu planning
7. Participate in selecting, training, motivating and evaluating personnel; recommend and implement personnel actions such as promotions, transfers, discharges and disciplinary measures
8. Research, prepare and maintain fiscal records and reports; prepare technical and administrative reports and correspondence
9. Represent Department to outside groups and organizations; participate in outside community and professional groups and committees; and provide technical assistance as necessary
10. Participate in management meetings as required
11. Develops and maintains in-service training programs for food service personnel
12. Maintains food processing and distribution records and prepares necessary monthly reports
13. Inspects and ensures for proper safety, sanitation and hygiene practices among departmental personnel
14. Maintains inventories, records, statistics, logs and other management information systems
QUALIFICATIONS
A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Thorough knowledge of:

1. Principles and practices of policy development and implementation
2. Principles and procedures of food purchasing, food preparation and maintenance of inventories, refrigeration and serving equipment, supplies and materials used in commercial-size kitchen
3. Local, state, federal, and The Joint Commission laws, rules and regulations regarding food service, and pertinent laws regarding food service in a medical facility
4. Principles and practices of budget preparation, fiscal management, cost accounting and control and budgeting in food preparation and service
5. Principles and practices of supervision, training and personnel management
6. Menu planning and nutrition
7. Modern principles and practices of institutional food service management, including planning, purchasing, storage, production and inventory control
8. Dietetics, nutrition and hospital organization

Skill and Ability to:

1. Organize, direct and coordinate the activities of a commercial-size kitchen
2. Prepare daily and general long-range menu plans for large quantity serving
3. Plan efficient purchasing, ordering, storage and distribution of large quantities of food and supplies
4. Properly interpret and make decisions in accordance with appropriate laws, regulations and policies
5. Prepare and monitor food service budget for food, supplies and equipment
6. Communicate effectively, both orally and in writing
7. Select, supervise, train and evaluate staff
8. Establish and maintain effective working relations with departmental staff, County departments, and others contacted in course of performing assigned duties
9. Prepare clear and concise reports and correspondence and maintain accurate records
10. Efficiently use existing products in order to keep food costs at a minimum

REQUIRED CONDITIONS OF EMPLOYMENT
1. Pursuant to Section 70275 Dietetic Service Staff of Title 22 the following is required for positions in this class:
   - A Registered Dietitian License or Certificate for a Hospital Dietary Supervisor
2. Pursuant to Assembly Bill 1978 the following is also required:
   - A Certification in Food Safety administered by an approved and accredited food safety certification exam
3. As a condition of employment, the incumbent will also be required to:
   - Pass a pre-employment physical/medical assessment and background check

Working Conditions
During the course of work, incumbents at Natividad Medical Center may come in contact with infectious organisms and other potentially hazardous substances.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING
Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

Education
Possession of a Baccalaureate degree for an accredited college or university with a major in nutrition, dietetics, food services management or closely related field, or
Possession of an Associate of Science degree with a major in Dietetic Technology and two additional years of experience as noted below may be substituted for the Baccalaureate degree

Experience
Two years of full-time experience or its equivalent as a Supervisor in the Food Services Division of an acute care hospital or other health care food service environment

PHYSICAL AND SENSORY REQUIREMENTS
The physical and sensory abilities required for this classification include:
1. Mobility and strength to lift, push, pull and/or carry a minimum of 50 pounds
2. Visual acuity sufficient to observe and monitor food service operations as well fine print, gauges, or other measuring instruments, data on computer screen
3. Hearing and speech sufficient to communicate over phones in noisy environment, and to distinguish and identify sounds and voices in a noisy environment; ability to recognize potential danger; to project a voice that can be heard over loud noises
4. Smell well enough to detect odors and aromas for potential hazards
5. Mobility to sit, stand and/or walk for approximately 8-10 hours a day
6. Ability to work on slippery surfaces, or come into contact with water, and to work under adverse conditions such as inclement heat and noise
7. Strength and mobility to climb a ladder in order to perform inspections
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Prepared by: Gerta McClay, SPHR, IPMA-CP
Management Specialist

Approved by: Janine Bouyea, PHR
NMC Human Resources Administrator

/s/ Janine Bouyea                        

10/5/2009                                
Date