I. **Level Definition**

Positions at this level spend the majority of the time overseeing a food services operation by supervising designated staff and performing related administrative duties, and/or visiting patients to obtain diet related information in regards to nutritional and therapeutic diet needs.

II. **Typical Duties**

1. Supervises designated staff by scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.

2. Plans menus and develops recipes according to nutritional and therapeutic diet needs of the facility; estimates food requirements; orders and receives supplies and resolves discrepancies with suppliers.

3. Visits patients and/or family members to obtain and exchange diet-related information. Reviews the medical record and liaises with other staff to obtain necessary information. Charts activities in the patient medical record.

4. Monitors expenditures for assigned area; makes recommendations regarding budget for assigned area.

5. Evaluates meals being served to ensure established standards of quality and quantity are maintained; oversees the preparation, portioning and/or serving of meals; performs cooking and/or Food Service Worker duties as required.

6. Ensures safety practices and procedures are adhered to.

7. Oversees and updates standards and procedures for assigned area.

8. Oversees the storage of food and related items; establishes and ensures maintenance of food rotations in order to minimize spoilage and waste.

9. Performs other related duties as assigned.

III. **Qualifications**

1. **Education, Training and Experience**

   Graduation from a recognized two year program in Food Service Supervision plus one year's recent, related experience or an equivalent combination of education, training and experience.

2. **Skills and Abilities**

   (i) Ability to communicate effectively both verbally and in writing.
   (ii) Ability to deal with others effectively.
   (iii) Physical ability to carry out the duties of the position.
   (iv) Ability to supervise.
   (v) Ability to organize work.
   (vi) Ability to operate related equipment.