



**Job Title: Food Service Director**

**Location: Sunapee Cove Assisted Living and Memory Care Sunapee, NH 03782**

**Hours: Full Time**

**Job Description:**

The Food Services Director/Executive Chef is directly responsible for establishing and maintaining all standards of quality, conduct, customer service and productivity within the Food Services Department. He/she must maintain appropriate levels staffing and food/supplies inventories and work within the established budget guidelines.

He/she must possess general knowledge in the following areas of operation: productivity, costs and budgets, energy conservation, purchasing, receiving, storing systems, preparation and serving techniques, pilferage and portion control, personnel development, kitchen sanitation and general management of Food Services Department.

**Duties and Responsibilities:**

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Plans, develops, organize and implement the Food Service department, including hiring/terminating of staff in the conjunction with the Executive Director.
- Meet regularly with the Executive Director and Resident Care staff to assure compliance with residents' diet requirements.
- Train staff, and monitor/promote independent programs for staff training.
- Coordinate the Food Services department with the other departments.
- Order and purchase food, supplies and equipment as needed.
- Inventory, weigh and check all incoming deliveries of food and supplies.
- Direct the proper storage of food and supplies and maintain an orderly inventory.
- Develop, test and maintain a database of standard recipes.
- Assure the delivery of meals to the dining room at appropriate times.
- Assist in food preparation and cleaning duties.
- Plan and assist with special events including private dinners.
- Periodically conduct a resident response program seeking evaluations of meals.
- Evaluate food consumption and determine/minimize waste.
- Assist in the preparation of the annual Food Service budget and make efforts to operate within those guidelines.

**Minimum Qualifications:**

- High School Diploma or general education degree (GED)
- Completion of Food Service Management coursework from a Culinary Arts College or School or equivalent training and experience acquired either through formal training or on-the-job training in appropriate techniques of resident care including nutritional monitoring and assessment, general nutrition, food production and service, sanitation, safety, and commercial kitchen and staff management.
- Minimum of 1-3 years' experience as a Chef with Supervisory work experience in a hospitality or healthcare environment.
- Serve Safe Certification

**Required Behavior:**

- Innovate, plan, promote and supervise a food services program that meets or exceeds the minimum standards of quality, productivity and customer service of the property and accommodate the broad spectrum of taste, interests and personal therapeutic requirements of the resident population.
- Recruit, hire, train discipline and supervise a full complement of staff who are capable and motivated to diligently and conscientiously devote their best efforts to the discharge of the responsibilities contained in their job descriptions and who present a professional demeanor to residents and prospective residents.
- Maintain department records and perform administrative functions outlined on attached schedule.
- Ensure adequate quantities of all menu items are prepared in advance of servicing time so as to not run out prior to all residents being served.
- Establish, document, direct and assist in general kitchen and dining room sanitation procedures preparing schedules for all shifts for all kitchen and dining room staff and post in their work areas.
- Ensure and provide for the proper cleaning of pots, pans, utensils, eating silverware, china and glassware and routine and preventive maintenance of departmental equipment.
- Attend staff and resident meetings to report and advise on all food service matters.
- Ensure that employee meal policies and procedures are properly implemented and controlled.
- Ensure efficient and effective use of all food services department and community resources, human resources and monetary resources within established budgetary guidelines, equipment and supplies.
- Purchase all food, kitchen supplies and kitchen equipment, using diligent and competitive purchasing programs and methods.
- Comply with any and all state, local or federal rules, regulation and licensing requirement related to health, safety (OSHA), and general operation of the food services department.
- Consult with and advise the Executive Director for the purposes of eliminating operation deficiencies. Communicate and channel to employer, all knowledge, business and other matters of information which could concern or be in any way beneficial to the business of the employer.
- Diligently and conscientiously devote full and exclusive time and attention, best skills and efforts to the discharge of his/her duties. Present a professional demeanor that communicates to current and prospective residents the corporate philosophy of service, goodwill and genuine interest in the resident's unique needs. Conduct yourself and your

business at all times so as not to detract from or reflect adversely on the reputation of the property.

- Perform other such tasks as may be required from time to time by the management of the property.

**Physical Demands:**

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand for long periods of time.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

**If you are interested in applying or know someone to refer for the position please e-mail resume to Donna Pavlin at [dpavlin@HallKeen.com](mailto:dpavlin@HallKeen.com)**