



Location: Susan Bailis Assisted Living

Job Title: Dining Service Director

Hours: Full Time

Job Description:

Supervise daily operations of the kitchen including meal preparation, purchasing, cost control, sanitation, safety, and staff training. The Dining Service Director is responsible for the preparation, oversight and cooking for all meals in the community. Ensure that all meals are prepared and presented according to Hallkeen Assisted Living standards. The dining service director is also responsible for overseeing dining room staff and service.

Duties and Responsibilities:

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

- Provide a high level of customer service and promote a restaurant style dining atmosphere.
- Work closely with Cooks, Chefs, Executive Director and Assistant Executive Director to keep residents satisfied with food and dining programs.
- Meet with residents with special diets and needs.
- Coach, train and develop kitchen staff as requested by the ED and AED.
- Create a strong sense of team work and cooperation among all staff.
- Ensure that all food is received, stored, and prepared according to company standards.
- Inventory control, and keeping par-stocks at all times.
- Managing the evacuation and emergency foods at all times, and rotating stock as needed. Submit an updated list to include at minimum 5 days of meals for residents.
- Set up entrees for viewing before meals.
- Maintain kitchen and food storage and preparation areas in a clean, safe, and sanitary condition at all times.
- Responsible for the overall food quality and presentation of meals according to established recipes and approved menus.
- Oversees daily operations of the kitchen helping to maintain high standards for food preparation and dining service.
- Management of the budget for items such as food, supplies, cleaning chemicals, uniforms, kitchen payroll, to include holiday scheduled hours and special events.
- Follow the staffing plan budget at all times and scheduling accordingly.
- Makes a two week schedule for all staff every two weeks to include you/DSD for 16 hours of cook time weekly.
- Follows and practices the Hallkeen Progressive Disciplinary Policy at all times. Prepares employee disciplinary actions for all kitchen employees.
- Works with all cooks and Chefs on menu planning and development based on resident likes and dislikes.
- Adhere to and train staff and standard food safety practices.
- Assist with planning, preparation, and execution of special events, banquets, and theme meals.

- Oversees utility/dishwashers for proper sanitation and storage of all products.
- When applicable acquaint new residents with menus, seating, and dining options and hours.
- Document temperatures of food prior to service, refrigeration and freezer temperatures.
- Keep kitchen floors clean (sweeps and mops) and trash emptied.
- Assist with the transportation and storage of food and supplies.
- Works with management team in-services.
- Work a manger on duty shift as assigned.
- Provides coverage for cooks and Chefs when short staff.
- Assists in Dining Room when there is a shortage of servers.
- Work with the activity director and community relations director on banquets and events.
- May perform other duties as assigned.

Minimum Qualifications

- High School Diploma or general education degree (GED)
- Culinary Training preferred
- Minimum of 3-5 years experience as a lead cook or chef in a hospitality or healthcare environment
- Serve Safe Certification
- Able to read and follow recipes and printed production guides, cleaning schedules, and logs
- Knowledge of food handling, preparation, cooking and service

Required Behavior:

- Able to build positive and strong relationships with employees, coworkers and residents
- Focused and dedicated to provide excellent customer service
- Able to handle multiple jobs and priorities
- Accepts direction from superiors or other experienced staff
- Shares job knowledge or resident information with others as needed
- Gives and welcomes feedback
- Operate and Maintain kitchen equipment in a clean and sanitary manner

Physical Demands:

- Physically able to move at least 60 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 and to work on hands and knees 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.

To apply or refer a qualified applicant please send completed application and/or resume to susanbailisjobs@hallkeen.com

