Job Title: Food Service Director
Location: Windrose at Weymouth Assisted Living Memory Care Weymouth, MA 02190
Hours: Full Time

Job Summary:
The Food Service Director will be responsible for the planning and supervision of the entire food serve department and assuring compliance with all regulatory requirements and the standards of excellence set by the Company.

Reporting Relationships:
The Food Service Director reports directly to the Executive Director.

Responsibilities:
- Plans, develop, organize and implement the food service department, including hiring/firing of staff in conjunction with the Executive Director.
- Meet regularly with the Executive Director and 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 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 file 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 evaluation of meals
- Evaluate food consumption and determine/minimize waste
- Assist in the preparation of the annual food serve budget and make efforts to operate within those guidelines
- Managing labor, raw food and supplies costs to budgeted expectations
- Maintaining compliance with licensing, training, all applicable Health standards
- Maintaining proper operation of all equipment and monitoring safe-working conditions
- Maintaining high quality of customer service, food preparation, facility cleanliness
- Plan menus to meet applicable requirements and Resident satisfaction
- Recruiting and training of associates: cooks, servers, dishwashers, utility
- Maintaining a collaborative team environment with a focus on service excellence
- Maintaining high resident satisfaction
- Creating and maintaining a safe and supportive work and living environment
- Maintaining compliance with HallKeen Management ("HKM") and HallKeen Assisted Living (HKAL) policies and all applicable local, state and federal laws and regulations.
- Report on-the-job injuries to a supervisor before the end of the day on the day an injury occurs.

- Establish and maintain constructive working relationships with coworkers, Residents/families, and visitors.
- Promote the community in a positive way
- Train department staff
- Be available for on-call Community emergency situations.
- Perform other duties as assigned.

Other:
- Candidate must be age 21 or over. High School graduate and successful completion of a reputable course in food serves management preferred and a college degree in culinary arts/management
- Certificate/License as require by federal/state/local law or associated agencies.
- Must complete the Food Service Sanitation Course sponsored by the National Education Foundation of the Restaurant Association.

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 call community or e-mail resume to Desiree Delano at ddelano@HallKeen.com