



**Job Title: Food Service Director**

**Location: Windrose at Woburn Assisted Living Memory Care Woburn, MA 01801**

**Type: Full Time**

**Job Summary:**

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.

- Plan, develop, 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 resident dietary requirements and/or restriction.
- Train staff, and monitor/promote independent programs for staff training.
- Coordinate and integrate the workflow of 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.
- Ensure 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

**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 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.

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