**JOB DESCRIPTION**

**JOB TITLE:** Dining Room Supervisor

**DEPARTMENT:** Dietary and Clinical Nutrition Services

**REPORTS TO:** Food Service Manager, Dietary Services Director

**FLSA:** Non-Exempt, 8/80 Overtime Rule

**PREPARED BY:** Martha Wright, VP Dietary and Clinical Nutrition Services

**PREPARED DATE:** July 2012

**SUMMARY:** Manages the dietary aides and completes hands on work specific to scheduled positions while complying with nutritional standards, government regulations and internal procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING (OTHER DUTIES MAY BE ASSIGNED):**

Providesquality service of dining areas

Ensures compliance with sanitation

Participates on designated committees and meetings

Addresses resident, family and staff concerns

Submits reports timely

Follows established policies and procedures

Prepares and oversees dining room for meal service and special events

Follows HACCP standards and procedures

Trains new employee

Assists in evaluation of Dietary Aides

Replaces staff for call-ins and assists with the scheduling process

Serves meals

**SUPERVISORY RESPONSIBILTIES:** Prep Cooks and Dietary Aides

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE,** **CERTIFICATES, LICENSES, REGISTRATIONS :**  Preferably 1 -2 years of experience in a long term care or continuing care situation or experience in food production or service.

**LANGUAGE SKILLS:** Ability to read, and interpret common recipe and production reports. Ability to respond to common inquiries or complaints from employees, resident and/or family members, or regulatory agencies. Ability to effectively present information to employees, residents and/or family members.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk, and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_