

Food Service Manager Job Description

Job Title – Food Service Manager	Reports to: Chief Operating Officer
Job Code-	Overtime Status: XX Exempt (not eligible)_ Non-Exempt(eligible)
Department – Food Service	Prepared by: _____ Date: _____
Facility -	Approved by: _____ Date: _____
<p>Job Summary The incumbent will be responsible for the food service of the hospital. The incumbent provides leadership, direction, coordination, and administration to the Food Service department. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of foods service systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>	
<p>Supervises</p> <ul style="list-style-type: none"> • Chef • Cook • Food service technician • Dishwasher 	
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Orders food products to budget • Collaborates with dietitian regarding menu planning • Completes weekly schedule for food service staff • Ensures all kitchen equipment is in "like new" condition • Trains new food service staff • Collaborates with HR staff during hiring process • Completes and delivers yearly performance reviews of food service staff 	
<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Attends senior staff meetings • Attends staff meetings • Completes continuing education units to maintain food service/sanitation license 	
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> • High School Diploma or GED equivalent • Culinary training preferred • BLS training • Food service/sanitarian certification issued by city/state 	
<p>Experience</p> <ul style="list-style-type: none"> • Required - 1-2 years as food service manager • Preferred - 1-2 years as health care food service manager 	
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> • Proficient in Microsoft Office • Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 	
<p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients and providers</p>	
<p>Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>	

Food Service Manager Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive	X				
Sit		X			
Stand				X	
Walk			X		
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend	X			
	Squat	X			
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
Turn	X				
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds				
	Up to 50 Pounds	X			
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No <u>XX</u>		Yes		
Mental Demands	YES		YES		
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People	X	Relate to Others	X		
Working Environment	YES		YES		
	Indoor	X	Loud Noise	X	
	Outdoor		Fumes		
	High Temperatures	X	Confined Areas	X	
Low Temperatures	X	Radiation Area			

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature