

Food Service Manager

Job Summary:

The Food Service Manager oversees the daily functioning of food service at Kent-Sussex, Industries, Inc. This position is responsible for overall direction, planning, and supervision of dietary department. The Food Service Manager ensures KSI participants receive meals that meet individual dietary needs, while maintaining strict compliance with food safety, sanitation, and regulatory standards. This role provides support and direction to dietary staff and may collaborate with other agencies as needed to meet KSI's mission and values.

This is a non-exempt full-time position, Monday – Fridays, 6:00 a.m. – 2:00 pm at a Pay Grade 7 with an hourly rate of \$26.57. KSI offers Health/Dental Insurance, 401 K, company paid Accidental Life & Disability and other company discounts along with Vacation and Holiday pay.

General Responsibilities

1. Plans, organizes, and supervises the daily operations of the dietary department.
2. Develops menus and special diets in accordance with nutritional guidelines and participants needs.
3. Orders and manages food supplies and maintains accurate inventory records.
4. Assists with dietary financial and budget transactions.
5. Inspects food storage rooms and dietary janitorial areas to ensure cleanliness.
6. Adheres to daily/weekly/monthly cleaning routines to ensure food safety processing and temperature monitoring.
7. Monitors participant dietary and meal time guidelines and maintains accurate records of special diets and food allergies.
8. Participates in new admissions planning with dietary requirements as needed.
9. Ensures meal time guidelines are accurate and reflective of participants preferred likes and dislikes.
10. Participates in site surveys/inspections.
11. Ensures menus are in nutritional compliance with federal and state rules.
12. Maintains a clean and sanitized environment for all dietary work and food storage areas.
13. Monitors dietary staff schedules.
14. Hires and trains dietary staff.
15. Participates in department meetings, committees or quality improvement initiatives as needed.

Other Requirements

1. Adheres to all KSI policies and procedures.
2. Follows all safety procedures and works in a safe manner.
3. Maintains specific training and/or certification applicable to position as required by DDDS; approved behavior intervention programs and CPR/First Aid/AED certification. Responsible for completing on-line training on-time.
4. Conducts themselves in a positive and professional manner.
5. Completes other duties as assigned.

Physical Requirements

Physical requirements include the ability to stand, sit, and/or walk for up to 4 hours before breaks; must be able to do frequent reaching and lifting, bending and stooping; and must be able to do occasional pulling and pushing. Must be able to lift up to 40 lbs. with frequent lift/carry up to 15 lbs.

Skills and Abilities

Strong leadership, communication, problem-solving; ability to work in regulated environment;

Qualifications

Bachelor's degree in nutrition, dietetics, or food service education preferred; Must have ServSafe or Food Handler certification; Minimum two plus years in a supervisory role in healthcare or food service; Be able to pass a Criminal Background check, Adult Abuse Registry check and Child Abuse Registry check and Sex Offender Listing. Must have a valid Driver's License with no more than two moving violations.