



Sapphire Lutheran Homes

501 North Tenth Street - Hamilton, MT 59840 - Telephone (406) 363-2800 - Fax (406) 363-3003

"A Christian oriented retirement center which provides compassionate, innovative services and amenities for seniors enabling them to enhance and maintain their quality of life."

Department: Kitchen

Position: Dining Service Supervisor

Employment Status: Full Time

Class: Hourly

- Objective: To provide compassionate innovative services and amenities for seniors enabling them to enhance and maintain their quality of life.
- Summary: To provide supervision and support to the kitchen and wait staff at The Remington
- Supervision Received: Works under the general supervision of the Director of Nutrition Services.
- Supervision Exercised: Nutrition Services staff working at Remington.

- Essential Job Functions: **Campus Care**
 - Support the Mission and Ministry of Sapphire Lutheran Homes.
 - Oversees the nutritional care of all residents in The Remington.
 - Coordinate and Support Remington Staff in communicating nutritional needs of resident during routine assessments as needed.
 - Works closely with Care Staff to ensure over all resident health.
 - Responds and leads in emergency situations.
 - Assists and supports other campus residents as needed.
 - Assists and supports all staff as necessary.

- **Essential Job Functions: LEADERSHIP**
 - Provides professional level support and direction to the dining services staff of the Remington in a manner that supports our mission.
 - Maintains good relationships with:
 - Internal Relationships: Has Daily contact with residents, cooks, administrative, nutrition services and nursing staff members.
 - External Relationships: Vendors, family members, and guests.
 - Direct supervision of our customer service effort relating to residents, personnel and guests. This is to be accomplished through implementation of and compliance with facility and department standards, service procedures and policies.
 - Maintains communication with Nursing staff, as it relates to residents care and service needs.
 - Has a working knowledge of all food service positions. Is able and willing to step in and lead by example whenever necessary.
 - Supervises all Remington Kitchen Staff
 - Coaches, educates, evaluates and provides discipline to assigned employees.
 - Develops and supports relationships with all residents on campus.
 - Facilitates appropriate staff levels and oversees the schedule.
 - Manages and processes development and quality improvement efforts within the Kitchen Department.
 - Assists in providing appropriate in-services to staff and residents.
 - Works closely with Food Service Director to ensure the following standards are being met:
 - Excellence in customer service
 - Providing high quality food.
 - Personnel Accountability
 - Consistent, professional appearance by all.
 - Maintaining a safe and sanitary environment
 - Active and open communication
 - Making our work place fun!

- **Essential Job Functions: SAFETY**
 - Ensure that sanitation levels are at an acceptable level and all food is being handled and prepared safely according to HACCP guidelines.
 - Uphold and obey all safety rules of Sapphire
 - Identify report and correct obvious safety hazards.
 - Utilize proper body mechanics when transferring residents
 - Uses universal precautions

- **Essential Job Functions: GENERAL**
 - Let the mission be your guide
 - Make eye contact and smile
 - Greet and welcome every person
 - Seek out personal contact
 - Provide immediate service (listen then act)
 - Be gracious to each and every person
 - Obeys safety rules
 - Identifies reports and corrects obvious safety hazards.
 - Keep work area clean and safe
 - Follow policy on annual immunizations
 - Attends all mandatory in-services
 - Other duties as assigned

- **Knowledge, Education, Skills/Abilities, Work Experience:**
 - **Minimum Requirement:**
 - Five (5) years Kitchen experience, preferably cooking.
 - Three (3) years management experience.

 - **Knowledge, Skills/Abilities:**
 - Skills in observation of human behavior or changes in condition.
 - Ability to understand written and verbal communication.
 - The ability to interact effectively and professionally with residents, family, staff, and others.
 - Ability to work individually and as a team member.
 - Ability to lift and manipulate heavy objects.
 - Ability to understand and follow state regulations and guidelines.
 - Ability to understand resident charts and care plans
 - Ability to relate to and work with the ill, elderly, disabled, emotionally upset, and at times combative people.
 - Ability to respond to a variety of situations with patience, tact, and a cheerful disposition.
 - Be able to communicate and interact effectively in a professional manner with all departments.
 - Must be computer literate with a good working knowledge of word, publisher, excel and outlook.
 - Ability to deal with stressful situations (i.e. death, dying).

- Complexity/ Difficulty:

This position requires the ability to function independently in performing assigned duties. The incumbent needs to be able to respond to management and general staff in a timely and professional manor. Incumbent needs to perform job duties by following established procedures and report any problems or concerns to direct supervisor.

- Working Conditions:

Normal food service setting. Working hours are to be determined. Works in a well-lit, well-ventilated building as well as outside as needed. This position requires you to stand, walk, kneel, bend, climb and lift. Must be able to lift up to 50 lbs.

I have read this job description and I fully understand the requirements of this position. The examples of essential job functions do not identify all job duties required to be performed by this position.

Employee Signature