



“REAL WORLD” OPPORTUNITIES UNIVERSITY OF ROCHESTER

*Respect and Diversity are embraced at the University
The University of Rochester is an Equal Opportunity Employer*

Job Title: Supervisor Food & Nutn Svcs, SMH Ref# 151742

Start Date: IMMEDIATE

GENERAL PURPOSE:

Supervises employees involved in food preparation for patients and cafeteria customers and in food assembly for and delivery to patients.

BRIEF DESCRIPTION OF DUTIES:

Under general direction and with latitude for the exercise of independent judgment:

Interviews, hires, orients and coordinates training of new employees. Plans work schedules and assures adequate daily staffing for areas of responsibility. Handles time reporting and associated record keeping. Recognizes employees. Evaluates performance. Performs disciplinary action. Discharges subordinates when necessary. Attends employee grievances and NYS unemployment hearings as requested. Supervises the following areas to assure that sanitation requirements, quality standards and department goals are met and that the work is completed in a timely and cost effective manner: food inventorying, ordering, receiving, storage and distribution; hot and cold food production; ingredient control; diet office; patient tray assemble and delivery; patient snack and unit food stock assembly and delivery; ware washing; and kitchen sanitation. Forecasts and orders food and supplies from external purveyors for patient and cafeteria menus using both manual and computer systems. Assures that adequate food supplies are received (or appropriate alternate arrangement are made) in a timely manner to meet the needs of their respective customers while controlling food waste. Participates in collecting quality control and quality assurance data to meet requirements of New York State Department of Health, JCAHO and departmental standards. Examples: food scale reliability, recipe yields and taste, food and equipment temperature maintenance, accuracy of tray/supply assembly, appropriateness of portion sizes and timeliness of patient food delivery. Coordinates maintenance of food service equipment in the main kitchen and on patient units. Conducts routine operational meetings with employees. Schedules employees for, conducts and attends in-service programs, as appropriate. Conducts monthly classes for USAs regarding the food service aspect of their job. Handles patient food-service related problems that are not solved by the usual procedures or timeliness. Uses available resources to advise patient units of charges to trays corresponding to changed patient diets. Maintains security of food products and hospital property by limiting traffic through the main kitchen to authorized staff, locking doors and storage areas according to schedules, etc. Makes recommendations for the annual capital budget process. Assists in guiding dietetic students according to defined learning objectives.

REQUIRED QUALIFICATIONS:

Associate's degree in Food Service Management and 1-2 years experience in food service supervision within acute health care setting, or an equivalent combination of education and experience.



Qualified candidates are to specify the job reference number, job title and location where posting was detected in the subject line of the cover letter. Please email your credentials (cover letter and résumé) in the preferred format—the file should be MS Word 2003 compatible. Email credentials to judie.myers-gell@rochester.edu. To search for openings at the University of Rochester, visit online at www.rochester.edu/jobopp or <http://www.rochester.edu/diversity/staff/jobpostings.html>. Also, you may view our Benefit package at www.rochester.edu/working/benefits.



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