

## FOOD SERVICE SPECIALIST

### FUNCTION OF THE JOB

Under direction, to manage the food and dietetic services of the Waukesha County Mental Health Center; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Serves as director of food and dietetic services and provides daily oversight of the hospital dietary services of the Waukesha County Mental Health Center.
2. Maintains compliance with federal and state requirements for a hospital food service and dietary program.
3. Conducts nutrition screening of patients upon admission to determine nutrition risk and level of care required; communicates findings to clinical dietitian; counsels patients on basic diet restrictions.
4. Performs routine nutrition assessments on assigned patients under the guidance of a registered dietitian; identifies nutrition problems and needs.
5. Prepares care plans using evaluation techniques that consider the needs of varied age-specific populations as well as cultural, religious, and ethnic concerns.
6. Communicates with hospital staff to optimize nutrition care and monitoring of food quality and delivery; implements diet plans and physicians' diet orders using appropriate modifications.
7. Provides appropriate documentation of all assessments and education in the medical record; prepares detailed records and reports.
8. Assesses adequacy of nutritional intake, appropriateness of diet prescription, and patient satisfaction with meals and meal service; plans and corrects menus for patients on specialized diets based on established guidelines and individualizes menus as needed.
9. Plans menus with Jail Food Service Management vendor and Dietitian in accordance with recommended dietary allowances and state and federal regulations to meet the nutritional requirements of the hospital residents and Juvenile Center.
10. Manages a sanitary food service environment; protects food in all phases of preparation, transportation, holding, service and cooling; performs quality controls; manages equipment use and maintenance; monitors kitchen staff for compliance with OSHA mandates on workplace safety.
11. Directs and oversees the hospital staff in the delivery of food to patients including safe food handling, portion control, and accuracy of food.
12. Purchases, receives, and stores food and kitchen supply stock including the emergency food supply, following established sanitation and quality standards.
13. Maintains responsibility for the Dietary Services Performance Improvement program.
14. Works collaboratively with the hospital dietitian to meet the nutritional needs of hospital patients.
15. Provides in-service training for staff.
16. Performs emergency government duties as assigned in the event of Waukesha County Emergency Government declaration.
17. Establishes and maintains effective working relationships with clients, co-workers, vendors, and hospital and Juvenile Center staff.
18. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Considerable knowledge of food service methods, procedures, and techniques in a hospital setting.
2. Considerable knowledge of food and dietary services in a hospital setting.

## QUALIFICATIONS

### Essential Knowledge and Abilities (continued)

3. Considerable knowledge of state and federal standards, statutes and laws pertaining to the operation of a hospital food service dietary department.
4. Considerable knowledge of applicable sanitation and health codes in the preparation and the serving of food.
5. Working knowledge of standard business practices related to budgeting, cost control and inventory.
6. Ability to maintain detailed records and reports according to guidelines.
7. Ability to establish and maintain effective working relationships with clients, co-workers, vendors, and hospital and Juvenile Center staff.
8. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
9. Ability to plan, organize and effectively carry out a variety of assignments.
10. Ability to plan, organize, direct, and evaluate the work of others in the delivery of food services.
11. Ability to formulate and initiate operating plans and procedures.
12. Ability to work effectively with patients to provide education on their individual dietary needs.
13. Ability to oversee hospital staff in the delivery of food service to patients.
14. Ability to determine medical and nutritional risk factors for patients at the hospital and provide appropriate counseling and menu plans.
15. Ability to utilize word processing, database, and spreadsheet programs.

### Training and Experience

1. Graduation from either a Dietetic Technician Program approved by the American Dietetic Association or from a Certified Dietary Manager program approved by the Dietary Manager Association that provided 90 or more hours of classroom in food service supervision and experience as a supervisor in a health care institution with consultation from a dietitian.
2. One year of work experience in the practice of dietetics in a health care setting.
3. Registered as a Dietetic Technician (DTR) by the Commission on Dietetic Registration of the American Dietetic Association or holds a Certified Dietary Manager certificate by the Commission on Dietetic Registration of the American Dietetic Association.
4. ServSafe Food Safety Certification within six (6) months of hire.
5. Valid Driver's License.