



POSITION TITLE:	Dining Services Transition Support - Elite	FLSA STATUS:	Salaried/Exempt
SUPVR TITLE:	VP of Dining	APPROVED DATE:	May 2022

Position Summary

This position will support the on-site Director of Dining Services throughout the community transition process (both acquisitions and dispositions) with project management and communication. Along with the other members of the Transitional Team this role will provide on-site support for the initial thirty (30) to forty-five (45) days to implement processes, foster interdepartmental cooperation and organization to meet Lloyd Jones standards of operational excellence.

Essential Responsibility	Time Interval
Review all processes and procedures with the Director of Dining Services to track training and knowledge transfer.	Daily
Train the Director of Dining Services on new operational systems.	Daily
Upload any pertinent information timely and accurately in the project management system, Monday.com for corporate regional communication.	Daily
Report and communicate any areas of concern to the VP of Dining Services.	Daily
Aid in the proper handling of transitional items or pendings.	Daily
Maintain a positive working relationship with all residents, resident family members, and associates.	Daily
Maintain a high degree of resident, family and guest satisfaction and retention through consistent delivery of high-quality services.	Daily
Effectively and appropriately communicate with each co-worker and community leader.	Daily
Maintain a positive image with the community.	Daily
Maintain an atmosphere of stability.	Daily
Purchases all food and manages inventory ensuring effective cost controls and vendor service and quality using the provided system.	Daily
Ensure all dining rooms, including the private dining room are fully always set.	Daily
Cater events as requested by residents or leadership team for special meals and parties.	As needed

Employee Initials _____

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Monitor and maintain proper food handling, storage, and usage of food.	Daily
Monitor and maintain food quality, food temperatures, and portion control.	Daily
Ensure special dietary needs are met and resident preferences are considered, and the food integrity is maintained.	Daily
Implement and monitor systems for kitchen and dining room sanitation, temperature control, and equipment maintenance.	Daily
Interact daily with residents to assure satisfaction with meals.	Daily
Maintain open communication with residents, staff, and families.	Daily
Ensure daily or scheduled cleaning duties are completed according to the assignment.	Daily
Ensure adherence to procedures regarding community infection control policies.	Daily
Maintain proper sanitation and safety in food preparation areas.	Daily
Manage monthly food and supply budget in accordance with Lloyd Jones Senior Livings standards.	Daily
Prepare the monthly staffing schedule for the dining department, and assure vacant shifts are properly covered.	Daily
Use cleaners and other hazardous materials according to department procedure.	Daily
Always maintain a friendly demeanor to all our residents, resident families, and 3 rd party providers.	Daily
During all shifts, ensure the appropriate uniform is always worn.	Daily
Effectively and appropriately communicate with each co-worker and community leader.	Daily
Cater events as requested by residents or leadership team for special meals and parties.	As needed
Attend and participate in onboarding and annual training, in-services and team member meetings as requested.	As needed
Immediately report and/or address any unsafe conditions or equipment problems.	As needed
Continuously maintain knowledge of the policy and procedures of Lloyd Jones Senior Living.	As needed
Consult with Dietitian on issues of menu planning, care planning, food preparation, therapeutic diets, etc.	As needed
Actively participate in correcting deficiencies identified during internal and external surveys.	As needed
Immediately report any workplace injuries immediately to Executive Director	As needed

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Attend all in-services, training, staff meetings, and department meetings.	As needed
Complete and adhere to all other tasks and responsibilities set by the direct supervisor.	As needed

Minimum Job Qualifications

Level of Education
Culinary degree or equivalent training
Technical or Professional License(s)/Certification(s)
Serve Safe Certified
Prefer additional certification in restaurant sanitation
Level of Experience
At least 5 years of progressively responsible experience in a high-volume, high-end foodservice environment (hotel/resort).
Travel Requirements and Scheduling
Travel will be 80% (all will be domestic). Required lodging is expected in new acquisitions for the initial 30 to 45-day window. A minimum of two (2) weeks will be provided off before the next transition assignment.

General Knowledge/Skills/Abilities
Ability to read and write, follow written and oral instructions, and communicate effectively in English. Ability to work with the elderly in a courteous and friendly manner, demonstrating patience and compassion. Ability to always perform duties with consideration for residents' rights and demonstrate integrity and discretion in the care of residents and in handling their health information. Strong interpersonal, organizational, and computer skills.
Technical Skills
Knowledge of the principles of high-end institutional food service, including food planning, preparation, cooking, and storage; dietetics; sanitation. Solid technical and creative cooking skills. Proven ability to lead a diverse culinary team.

Inside-Outside Work Contacts

Primary contacts are with co-workers, supervisor, residents, and vendors.

Supervision

The position falls under the direct supervision of the Executive Director but is expected to perform independently and exercise good judgment. The position supervises, directs, and reviews the work of other employees and participates in performance appraisals and disciplinary action.
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Physical/Environmental Demands

Physical/Sensory
Daily, throughout the workday: Must be capable of sitting, standing, walking, climbing stairs, reaching, turning, bending, stooping, crouching, and kneeling, reaching over the head, grasping with both hands, and fine manipulation. Must physically be able to lift up to 40 pounds

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unassisted. Must physically be able to carry, transfer, push and pull, and reposition residents with assistance or using appropriate equipment. Must have normal eyesight or use corrective lenses. Must have three-dimensional vision and ability to judge distances and spatial relationships to see objects where and as they are. Must be able to recognize colors. Must be able to hear and distinguish between normal tones and be able to perceive the nature of sounds. Must be able to exchange ideas by means of the spoken word as well as engage in activities to convey detailed or spoken instructions to other workers accurately, loudly, and/or quickly. Must have a normal sense of touch and smell.

Work Environment

Works in a well-lighted, well-ventilated building. Must be able to tolerate occasional exposure to heat, cold, dust, fumes, odors, water, etc., as well as some noise. When outside, you must be able to tolerate exposure to weather, fluctuations in temperature (hot, cold), wet and/or humid conditions. Subject to frequent interruptions. Subject to hostile or emotionally upset individuals. Must be willing to work, when necessary, beyond normal working hours and on weekends, as well as in other positions as necessary.

Risk/Safety

The position requires exposure to some risk to physical and/or mental health and safety (i.e., physical assault, communicable disease, etc).

Exposure Classification

Work related tasks assigned to this position involve the potential exposure as classified in Category II by the Occupational Safety and Health Administration (OSHA). See the facility Exposure Control Plan for potential exposure classification and standard operating procedures for individualized tasks.

This position may include access to Protected Health Information (PHI) as defined within the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Rule. PHI refers to individually identifiable health information that is transmitted or maintained in electronic media or any other form or medium. Under the direction of the Privacy/Security Officer, employees who have access to PHI will receive training on the requirements of the Rule and the Lloyd Jones Senior Living health information policies and procedures. Employees who violate the requirements of the HIPAA Privacy and Security Rule are subject to discipline, up to and including termination.

This job description outlines the general responsibilities and requirements for the stated position and in no way is an exhaustive list. Lloyd Jones Senior Living maintains the right to assign or reassign responsibilities to this position at any time. I acknowledge that I have read the job description and understand what is expected of me in this position. I am able to perform the assigned duties with or without reasonable accommodation.

Name (print): _____ Signature: _____

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Date: _____