

Merrill Gardens L.L.C.
Dining Services Manager
Job Description

Scope:

The Dining Services Manager is responsible for all aspects of the dining services program available at a Merrill Gardens community, including staffing; inventory/budget control; food handling, preparation and storage; and sanitation procedures. Adheres to customer service philosophy by providing excellent customer service to Team Members and residents.

Position Requirements:

- Minimum five years dining services experience with at least two years in a management or related position
- Knowledge of food safety, sanitation, proper storage and handling procedures
- Proper certification as required by state and local statutes, if required.
- Ability to complete Merrill Gardens Dining Services certification courses (i.e. ServSafe)
- Basic computer skills.
- Comprehend and communicate written and spoken English.
- Must be able to lift up to 50 lbs, push/pull/carry up to 30 lbs, constant standing and frequent walking required
- Obtain a food handlers permit, if required
- FLSA Status – Salary / Exempt
- Regular and timely attendance

Organization Structure:

- All Dining Services staff reports to the Dining Services Manager.
- The Dining Services Manager reports to the General Manager.
- The General Manager reports to the Regional VP/Director of Operations.

Responsibilities:

Provide a high level of customer service to Residents and Team Members by achieving the standards as outlined in the MG CARES program.

Managing People

- Responsible for hiring, training, evaluating, disciplining, and terminating all dining services staff.
- Determine adequate staffing levels and staff to FTE guidelines.
- Prepare and administer daily, weekly, and monthly job duty lists for all dining services staff.
- Assure proper training and certification of all dining services staff as required by Merrill Gardens, state and local guidelines.
- Enforce the Merrill Gardens' Uniform Dress Code.

Administration

- Adhere to budgetary guidelines established by Merrill Gardens.
- Maintain an accurate declining balance for dining services budgets.
- Complete Ending-Period inventories or as assigned.
- Prepare and enforce all daily, weekly and monthly cleaning schedules and monitor for compliance.

Merrill Gardens L.L.C.
Dining Services Manager
Job Description

- Using company menus prepares and places orders for all food and non-food items needed for daily food preparation and kitchen sanitation with company-approved vendors.
- Provide management reports as required.
- Ensures that the HACCP program and required audits are followed.

Production

- Dining Services Manager will work a minimum of 3 cooking shifts and follow a Tuesday through Saturday or Sunday through Thursday schedule. In addition, the Dining Services Manager is responsible to cover all vacant shifts.
- Schedule and supervise all food preparation activities, as well as cook on most days.
- Establish menu items from approved recipes in accordance with Merrill Gardens' policies and procedures.
- Enforce the practice of safe food handling at all times.
- Insure that all work surfaces and utensils are cleaned and sanitized before use and continue to clean throughout the workday.
- Insure that all food is cooked to perfection consisting of correct textures, colors, tastes and is attractively presented.
- On occasion, you may be required by the General Manager to assist in duties that may not be included in this job description.

AT NO TIME SHOULD ANY TEAM MEMBER LIFT A FALLEN RESIDENT WHO APPEARS TO BE INJURED OR IN PAIN. FOR YOUR SAFETY AND THE SAFETY OF THE FALLEN RESIDENT, ALWAYS CALL 911 FOR ASSISTANCE.

If you are in need of clarification on any items outlined in this job description bring them to the attention of the General Manager. Your signature below will indicate that you have received a copy of this job description and that you understand and are willing to perform the duties outlined in it.

Team Member Print Name

Team Member Signature

Date