

**The Highland Home**  
*Assistant Food Service Manager*

**Title: Assistant Food Service Manager**

**Department: Food Service**

**Date Prepared: 7/05/21**

**FLSA: Hourly**

**Reports to: Highland Home Food Service Manager**

**Regular Work Hours:** 40 hours/week -- Typically 6:30 a.m.to 1:30 p.m. (Breakfast & Lunch) and/or 3:30 p.m. to 6:00 p.m. (dinner). Weekday and weekend work will be shared with other Cooks.

**Position Summary:** The Assistant Food Service Manager has the responsibilities of Lead Cook, in addition to assisting the Food Service Manager in all functions of the kitchen and dining room in order to provide well-balanced, attractive meals to the residents, guests and staff..

**Principal Duties and Responsibilities:**

1. Represents the Highland Home in a positive manner while creating an environment that fosters respect and courtesy for residents and employees alike. Works within the Home's programs to encourage and promote safety and the well-being of all residents and employees.
2. Upholds the Home's Mission Statement.
3. Maintains HIPAA standards and regards all medical or healthcare information pertaining to residents and staff as confidential
4. Assists in supervising and training of food service personnel.
5. Supervises kitchen and dining room employees in absence of Food Service Manager, including scheduling, training, and motivating food service staff.
6. Assists in menu planning and ordering of food and other necessary supplies.
7. Maintains certification requirements for self.
8. Follows State of Illinois and Madison County guidelines for food preparation and sanitation requirements.
9. Collects meal charges for guest meals in absence of Food Service Manager.
10. Acts in a leadership role in case of an emergency, e.g., fire, severe weather.

**Requirements:**

- A. Education:
  - High school diploma or GED required.
  - Certification as food manger and food handler.
- B. Skills:
  - Understands the needs of the senior population.
  - Ability to work with people.
  - Supervisory skills.
  - Familiar with food preparation.
  - Self-motivated