

## **Nutrition Services Coordinator**

Farmington Hills, MI

To Apply: <https://careers.beaumont.org/search/jobdetails/nutrition-svcs-coord/51570d31-7b5d-4752-9c92-ob794a0f14fa>

### **GENERAL SUMMARY:**

Coordinates daily activities of patient and retail meal production and services. Functions as a working leader to ensure operational efficiency, monitor quality of products and services being provided, and ensure adherence to safety and regulatory standards. Provides oversight for daily work flow and adjusts staffing as necessary to accomplish required tasks. Makes recommendations to department management for process and personnel improvements. Assists in staff training. Provides excellent patient and family centered care and services.

### **ESSENTIAL DUTIES:**

1. Coordinates daily activities in patient meal service, retail food service, and/or food production areas.
2. Works in position in assigned area to closely monitor timeliness, quality, and effectiveness of services provided.
3. Adjusts daily staffing assignments to accomplish required tasks.
4. Rounds in all service areas to ensure product quality, proper storage and adequacy of stock, and cleanliness.
5. Monitors compliance to department, hospital, and regulatory requirements and makes corrections when necessary. Assists in staff training.
6. Completes all daily quality/food safety/infection prevention records, and all other reports as required.
7. Visits patients to conduct satisfaction rounds and obtain food preferences as necessary.
8. Provides service recovery to patients and retail customers when necessary.
9. Makes recommendation for quality improvement and refers staff performance issues to department management.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. It should be understood, therefore, that incumbents may be asked to perform job-related duties beyond those explicitly described.

### **STANDARD QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- A. Education / Training: High school diploma. Must be able to read, write, speak, and communicate effectively in English.
- B. Work Experience: Minimum one-year food service management or equivalent required, health care food service experience preferred.
- C. Certification, Licensure, Registration: Serv Safe or equivalent certification (or willingness to obtain) required.
- D. Other Qualifications: Must be flexible and able to work and make decisions based upon established guidelines in a fast-paced, noisy environment. Strong inter-personal and teaching skills. Able to coordinate daily activities of staff to meet required tasks. Excellent written, verbal, and customer service skills. Basic computer skills (Microsoft Office, email).

Beaumont Health is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, gender identity, sexual orientation, age, status as a protected veteran, or status as a qualified individual with a disability.