



**MORROW COUNTY
HEALTH DISTRICT**
Excellence in Healthcare

Employment at Morrow County Health District

Morrow County Health District believes that each employee makes a significant contribution to those we serve and the District as a whole. Every day our patients, families, other healthcare providers, visitors and coworkers are always deserving of exceptional, friendly service and the highest level of quality care possible. This is made possible by all employees agreeing to adhere to the District's Promise of Excellence and upholding our True North Statement of "Welcoming our patients and providing exceptional care."

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this position description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary.

Title: Dietary, Central Supply and Environmental Services Director

Dept: Dietary/Central Supply/Environmental Services

Exempt/Non-Exempt: Exempt

Reports to: COO

Pay Equity Group: _____

Effective Date: 5/27/22

General Position Summary:

1. The Dietary, Central Supply and Environmental Services Director supervises and directs work in the three departments in accordance with laws, regulations, established policies and procedures, and guidelines pertaining to hospital and district operations. Follows established policies and procedures to ensure that quality dietary, housekeeping, and laundry services are being provided at all times, and that Central Supply is always stocked with all necessary supplies. Ensure that all staff maintain strict patient confidentiality and follow all HIPAA regulations. Works with CFO on annual budget for each department. Work collaboratively with the Human Resources Director for assistance in areas related to personnel. Determine and manage the department work schedules. This position will fulfill duties and responsibilities for all positions in these departments as necessary, and represents these departments at various District meetings. Must be able to effectively communicate with all staff and be perceived as approachable and reliable. Must be versed in District safety policies and procedures for each department and see that they are followed at all times. This is a leadership position and requires leadership skills and experience.

Essential Dietary Department Functions:

Will provide oversight of, and perform duties as needed due to staff absence:

1. Supervises 3 full time department staff and directs work in the food service department in accordance with hospital laws, regulations and established District policies, procedures and guidelines.
2. Plan four-week cycle menus under the supervision of the dietary consultant that meet patient nutritional requirements.
3. Meet monthly with the dietary consultant to review quarterly and annual assessments and to discuss and review other dietary functions and needs of patients.
4. Check diet cardex daily for new admits or diet changes that comply with the physician's orders.
5. Visit with hospital and extended care patients periodically to determine likes, dislikes, and food allergies of patients/residents and evaluate meals being served.
6. Inventory and order food service supplies and check all incoming deliveries for accuracy and check in deliveries in accordance with purchase orders.
7. Put up stock using proper storage procedures, e.g., similar items together, labels facing front, dating when opened.
8. Ensure all staff are current with Food Handlers Certifications.
9. Prepare and set up for special District events. Assist with transporting food and related items if needed.
10. Responsible for oversight of meal preparation and service to hospital patients and occasionally visitors, hospital staff and periodic meals for District related meetings and functions.
11. Must be able to operate all department equipment, including cooktop, oven, dishwasher, blender, mixer and other miscellaneous equipment as per policy.
12. Responsible for assuring dietary staff understands and uses Iowa State Diet Manual.
13. Conduct monthly Dietary Staff Meetings for the department. May include in-services.
14. Ensure all safety inspections, drills and staff education are completed as per policy.
15. Represents the department at various meetings.
16. Prepares any needed reporting for department.
17. Ensure department is ready for survey at all times
18. Other duties as assigned by supervisor.

Secondary Dietary Functions:

1. Follow cafeteria and/or production sheets demonstrating accuracy in weighing, measuring, and portioning food.
2. Works cooperatively with others in the department in evaluating cafeteria leftovers and plans for use, labels, dates, and stores leftovers properly.
3. Cleans equipment and pots and pans after use; initiates repairs as needed.
4. Consults production sheets for thawing and doing advance preparation.
5. Completes and posts production sheets daily.
6. Keep work area clean and sanitizes work surfaces according to procedure; takes out trash as necessary; performs assigned cleaning duties

Essential Central Supply Department Functions:

Will provide oversight of, and perform duties as needed due to staff absence:

1. Supervises 1 full time department staff and directs work in the Central Supply Department in accordance with hospital laws, regulations and established District policies, procedures and guidelines.
2. Responsible for planning, directing the procurement, inventory, and storage of all medical and non-medical supplies for the District.
3. Ability to respond and assist staff immediately upon request for supply acquisition.
4. Selects vendors and supplies, conducts research and evaluates suppliers, analyzes price proposals, receives goods, and negotiates group purchasing contracts.
5. Inventory supplies at the end of the year, or as needed, and complete inventory reports in Excel.
6. Attend out of town meetings with Purchasing Group and maintain current contracts with vendors and group.
7. Develop and implement policies and procedures for department in coordination with supervisor.
8. Coordinate with maintenance to deploy new equipment received.
9. Creates and provides reports to staff on current prices for chargemaster maintenance.
10. Research vendors for the best prices and quality on special orders and perform all tasks in fiscally prudent manner.
11. Mark and put away freight as needed.
12. Work on committees or in teams as needed.
13. Prepares department reports as needed.
14. Other duties as assigned by supervisor.

Secondary Central Supply Functions:

1. Prepare purchase orders as required, match order and receiving documentation and code invoices to department expense accounts prior to submission to Accounts Payable.
2. Issue and deliver all items requested or required by all departments in a timely manner. Review all supplies requisitioned for accuracy of required information prior to issuing supplies.
3. Keep current catalogs & resources for ordering available to staff.
4. Monitor stock levels and place orders as necessary to ensure timely receipt of materials.
5. Perform various storeroom activities such as restocking shelves, date and stock rotation, and inspect storage areas for vermin. Ensure that proper safety and security procedures are in compliance to prevent loss, pilferage or damage to supplies and injury to personnel.
6. Complete monthly requisitioned supplies report.

Essential Environmental Services Department Functions:

Will provide oversight of, and perform duties as needed due to staff absence:

1. Supervises 3 full time department staff and directs work in the Environmental Services Department in accordance with hospital laws, regulations and established District policies, procedures and guidelines.
2. Oversees and maintains the cleaning and sanitization duties at Pioneer Memorial Hospital. The staff also performs weekly cleaning duties at Pioneer Memorial Clinic, cleans the Home Health & Hospice office quarterly, performs a deep cleaning of the Emergency Room quarterly and cleans at the District's apartment building as needed.
3. Ensure that all staff maintain strict patient confidentiality and follow all HIPAA regulations.
4. Ensure all safety inspections, drills and staff education are completed as per policy.
5. Maintain all Housekeeping and Laundry Policies and update as necessary.
6. Purchase, re-order and maintain housekeeping and laundry supplies and inventory following policies and procedures.
7. Monitors and reports on Quality Assurance.
8. Participates on Infection Control Committee.
9. Other duties as assigned by Supervisor.

Secondary Environmental Services Functions:

1. Maintains staff awareness of proper safety standards.
2. Prepares department reports as needed.
3. Perform all housekeeping functions as per the protocols.
4. Perform all laundry functions as per the protocols.

Job Scope:

Supervisory Responsibility: The Director will supervise all staff in the three departments – currently 7 full-time employees. Will fill in for staff as needed when regular department staff are absent. Will approve time sheets, vacation requests as per policy and other time off. Conducts annual performance evaluations. Oversees and tracks required staff trainings. Works with Human Resources Manager on personnel issues when needed. Works with the CFO to prepare annual budget for the three departments.

Interpersonal Contacts:

Must have good interpersonal communication skills to accomplish a variety of work with various groups of people, including the staff the manager oversees, department consultants, hospital patients and family members, other District Directors, staff and members of the Executive Team, as well as supply vendors and the general public. The Director stays in contact with the COO to review constantly changing priorities and needs of the District. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

Specific Job Ability:

The Dietary, Central Supply and Environmental Services Director must have excellent attention to detail, and have good oral and written communications skills. Must be able to read, understand and implement orders and changes for patient meal preparation, Must have good computer skills for email, ordering supplies, reports, policy review, changes and updates, as well as other duties. Must be able to meet deadlines. Be able to concentrate on detail with constant interruptions and be able to prioritize jobs and projects.

Specific Job Effort:

1. Sitting, standing, bending, and lifting throughout day.
2. Must be able to lift, stand, push, pull as needed for putting away stock in Dietary Department, unpacking freight in Central Supply, lifting laundry bags and performing cleaning duties as needed.
3. Push, pull and lift occasionally over 50 pounds.
4. Must possess adequate vision, hearing and manual dexterity to perform job duties.

Education, Experience and Certification/Licensure:

1. Minimum of a high school diploma or equivalent.
2. Current Food Handlers Certification.
3. Dietary Manager Certification preferred, or willingness to enroll in course to become certified.
4. Minimum two years in a supervisory capacity, healthcare facility experience preferred.
5. Knowledge of methods and techniques used in cleaning, sterilization as per regulations and policies for the healthcare setting.
6. Must have knowledge of and be able to work with various chemicals that apply to all job functions.

Job Conditions:

1. Subject to exposure to infectious diseases, substances, odors, hostile and emotionally upset patients & family members and visitors.
2. Occasionally stressful at times depending on staffing, patient load, and other factors.
3. Position may involve some out of town travel for trainings, possibly for supplies.
4. Can involve some outside work for window washing, removing trash.

Signature

Date