

Sisseton-Wahpeton Oyate

Job Description

Job Title: Food Service Manager

Reports to: Richard Bird, Program Manager/Clinical Supervisor

Summary:

Prepare and serve meals for inpatient clients in a treatment setting, maintaining all records and keeping the facility clean and hazard-free. The Food Service Manager shall be supervised by the Program Manager and shall be subject to the internal control policies and procedures of Dakota Pride Treatment Center and the SWO Personnel Policies.

Essential Functions:

- **Prepares Meals-** Prepares nutritious, well-balanced meals in accordance with approved menus, dietary guidelines, established menu expectations, and food service budget requirements while promoting a welcoming home-style environment for clients in an inpatient treatment setting.
- **Cleans-** Washes dishware and supervises the thorough cleaning of the dining area after each meal.
- **Menu Planning-** Develops and maintains nutritious, balanced, and varied meal plans in accordance with approved dietary guidelines, established menu expectations, and food service budget requirements, while ensuring consistency, reasonable meal variety, and appropriate use of food inventory.
- **Meal Preparation and Portion Control-** Maintains appropriate meal portioning and serving practices to ensure equitable food distribution, nutritional adequacy, consistent meal quality, and reduced food waste. Assists in maintaining a clean, organized, and welcoming dining environment and responds appropriately to client needs during meal service.
- **Maintains Daily Records-** Completes and maintains daily food service records, including inventory, supply usage, and meal documentation.
- **Food Ordering and Inventory-** Orders and utilizes food and kitchen supplies in a cost-effective manner while maintaining required staple menu items, adequate inventory levels, and quality meal service within established budget guidelines.
- **Costs Per Meal-** Maintains food costs within established budget guidelines while ensuring meals remain nutritious, balanced, and consistent with approved menu standards.

- **Maintain Efficient Operation-** Performs other tasks and supervises activity that will enable the center to function in a safe and efficient manner.

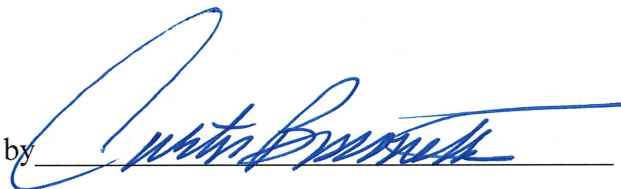
Job Qualifications:

1. The position requires a person having at least two years' experience in food service position, knowledge of basic nutrition and diabetic diets, ability plan menus, and experience in keeping records.
2. A high school diploma or G.E.D. certificate is required.

Job Requirements:

- Willingness to participate in training and to accept direction from the Program Manager and IHS dietary consultant and to meet IHS reporting requirements is also necessary.
- The ability to respect confidential information, as specified in 42 CFR Part 2, the federal confidentiality regulations.
- Ability to relate, understand and respect clients with substance abuse issues.
- Must have two years of verifiable sobriety, commitment to maintain an alcohol/drug free lifestyle.
- Must successfully pass all required pre-employment and random drug and alcohol screenings in accordance with program policies. The use of alcohol, illegal drugs, or marijuana in any form, including recreational and medical marijuana, is prohibited.
- Tribal and Indian preference in hiring shall be observed.
- Must complete a 90-day probationary period.
- Must provide TB documentation within 10 days of employment and complete a physical examination within the first 90-days of employment. Both must be maintained yearly.
- Must have a valid South Dakota driver's license, a valid SWO tribal driver's license and appropriate liability insurance.
- Must have a telephone within the first 30 days of employment and maintain it.
- Applicant must consent to and pass a criminal background check and character investigation pursuant to the Indian Child Protection and Family Violence Prevention Act P.L. 101-630 (no convictions for a crime against a child or another person).
- Must have the ability to respect program policies and management decisions within the program but to take the initiative toward improving such policies if it will best serve the interests of the clients.

Approved by



Date

5/29/24