



JOB OPPORTUNITY

Job Title: Food & Nutrition Coordinator
Reports To: Supportive Housing Director
Job Location: Seattle, WA
Hours/Schedule: Full Time, Non-Exempt

JOB DESCRIPTION

Kin On is seeking a full time, Food & Nutrition Coordinator, reports directly to the Supportive Housing Director. The role oversees the food and nutrition service of two supportive housing facilities: Kin On Assisted Living Facility and Kin On Adult Family Home. The role plans, organizes, develops, and directs the overall operations of food services to ensure daily provision of quality nutritional services in accordance with all state, federal and local regulations regarding food and nutrition service and consistent with Kin On's mission.

ROLE AND RESPONSIBILITIES

SUPERVISING:

- Responsible for the handling all food services in accordance with sanitary procedures and standards
- Monitor overall food service operation of the facility and does inspections on a routine basis to make sure its compliance with state and federal rules and regulations
- Work with Administrator to conduct interviews – hires – terminates – reviews staff performance (irregularities) in the dietary department and makes recommendations as appropriate, orients new staff
- Promote harmonious relationships among staff, residents, families, and other disciplines, and keeps Supportive Housing Director apprised of food services policies, and procedures
- Plan and monitor work schedules with dietary workers to ensure sufficient coverage to deliver quality food services
- Plan in-services as necessary with consulting dietitian, plans training programs for dietary staff and instructs staff on proper and safe operation of kitchen equipment
- Practice preventive infection control measures in accordance with established guidelines and policy
- Take prompt action to address any unsafe conditions and equipment problems

ESSENTIAL FUNCTIONS:

- Plan menus, develop / follow standardized recipes and food production schedules
- Order food, supplies, and equipment for food preparation and service, reviewing all deliveries of food for quality, proper amounts and pricing
- Effectively manage and operate within budget
- Check condition of equipment; confers with salesman for cost effective purchasing and repairs.(Large item purchases must receive administrative approval)
- Assist with food production in case of emergency; coordinates food service for special occasions.
- Make purchasing, maintains inventory, checks deliveries
- Prepare and monitors cleaning schedule
- Maintain file of equipment information, warranties etc. (copies of original)
- Maintain records on: protein purchases, kardex file (records diet orders, nourishments, residents likes and dislikes, records residents interview charting dates)
- Greet and obtain feedback regarding the dining experience from residents, visitors, and staff
- Interact with residents courteously, respecting individual dignity and resident right by upholding confidentiality standards at all times
- Participate in resident care planning
- Participate in safety committee, quality assurance program - acts as liaison between dietary and other departments to assure quality service for residents

- Monitor meal services for quality, quantity and temperature of foods on tray line and after tray delivery. Ensures meal services are in compliance with all state and federal regulations
- Develop and updates diet cards in compliance with physicians' orders
- Accept, records and dispenses donated food items appropriately
- Implement input from Resident Council meeting

OTHERS:

- Write therapeutic or modified diets from the approved written menus in accordance with physicians diet order for the consulting dietitian
- Conduct the initial nutrition assessment of newly admitted residents for the consulting dietitian
- Attend appropriate workshop, seminars and / or other in-service
- Perform other duties as required

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Must have a Food Handler Permit upon hire or obtain within 90 of employment. Food Handler Permit must remain current during employment
- Must be able to read, write, speak, understand, and communicate clearly in English; a secondary Asian language such as Cantonese, Toishanese, Mandarin, Vietnamese, Korean, Japanese or Tagalog highly desired
- Able to cook East Asian food
- Knowledge of WAC laws for Assisted Living Facility and Adult Family Home preferred
- Able to pass a background check through DSHS, WSP and fingerprinting
- Ability to work independently and in a team
- Demonstrate, lead, and inspire excellent customer service to our residents
- Ability to work under pressure and constant interruptions
- Ability to function as a team leader in sharing responsibility for the provision of resident services in cooperation with all other members of the team
- Maintain professional working relationships with all associates, vendors, residents, including their families
- Demonstrate good judgment, problem solving and decision making skills

WORK ENVIRONMENT

The role resides primarily inside a temperature controlled facility with occasional outside travel as need arises. Frequent full range of motion used such as standing, sitting, walking, lifting (10-50lbs), manual dexterity, computer use, and exposure to common risks & conditions found in healthcare facilities such as blood, bodily fluids, IV equipment, various machines & monitoring devices, and wheelchairs.

TO APPLY: Please send resume to Hiring Manager via Careers@kinon.org. Only qualified individuals being considered will be contacted for an interview.

ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honor, support, and advocate for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services. Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program. In addressing the unmet needs of the community, Kin On is soon to complete a major capital expansion to include an Assisted Living Facility and Adult Family Home.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law. Kin On participates in E-verify.