



## DIVISION SCOPE OF SERVICE

<b>Division: NORTH CAROLINA</b>
<b>Classification: FOOD &amp; NUTRITION SERVICE DIRECTOR</b>
<b>Applicant Name:</b>
<p><b>Food &amp; Nutrition Service Director:</b> The Food &amp; Nutrition Service Director must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p>
<p><b>Definition of Care or Service:</b> The Food &amp; Nutrition Service Director overall responsibility is for the daily management of the Food and Nutrition Services department. Scope of service may include:</p> <ul style="list-style-type: none"> <li>• The planning and supervision of special functions.</li> <li>• Maintaining cash control, payroll records, and hiring and training of personnel.</li> <li>• Ensures customer satisfaction and good public relations are achieved through the safe and efficient use of resources.</li> <li>• Demonstrates Clinical and Service excellence behaviors to include code of HCA Healthcare conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.</li> </ul>
<p><b>Setting(s):</b></p> <ul style="list-style-type: none"> <li>• Healthcare facilities including but not limited to hospitals.</li> </ul>
<p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>• Direct supervision by supervising administrator.</li> </ul>
<p><b>Evaluator:</b> Human Resources Director or designee.</p> <p><b>Tier Level:</b> 2</p> <p><b>eSAF Access Required:</b> YES</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Associate degree or higher</li> <li>• <b>One</b> of the below required: <ul style="list-style-type: none"> <li>○ Food Protection Manager Certification</li> <li>○ Food Handler’s permit</li> </ul> </li> </ul> <p><b>NOTE:</b> Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<p><b>State Requirements:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Supervisor/Managerial Experience - 4 years</li> </ul> <p><b>Preferred Experience:</b></p> <ul style="list-style-type: none"> <li>• Five years of hospital or nursing home experience preferred.</li> </ul>
<p><b>Competencies:</b> The Food &amp; Nutrition Service Director will demonstrate:</p> <ul style="list-style-type: none"> <li>• Ensure that a qualified dietitian provides high quality nutritional care to patients.</li> </ul>



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- Represent food and nutrition service in interdepartmental meeting.
- Recommend the quantity and quality of food purchased.
- Evaluates the production, safe handling and quality of all food prepared and distributed.
- Evaluates, develops, and ensures the provision of ongoing training and development for all department staff.
- Complies with federal, state and local health and sanitation regulations and department sanitation procedures.
- Participate in the selection, orientation, training, scheduling and supervision of food and nutrition personnel.
- Develop a procedure to provide appropriate substitutions or a selective menu for patients with food preferences and/or intolerances.
- Monitor adherence to the written planned menu.
- Schedule food and nutrition services meetings.
- Infection Prevention
  - Practices consistent hand hygiene
  - Uses personal protective equipment (PPE)
  - Complies with Isolation precautions
  - Required immunizations per Division requirement

**References:**

Dietary Managers Association: <https://www.anfonline.org/>

Commission on Dietetic Registration: <https://www.cdrnet.org/>

Servsafe Search Certificates: <https://www.servsafe.com/access/SS/Certifications/Search>

**Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.**

**Applicant Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_