

# DIVISION SCOPE OF SERVICE

<b>Division: CONTINENTAL</b>
<b>Classification: FOOD AND NUTRITION SERVICE MANAGER</b>
<b>Applicant Name:</b>

<p><b>Food And Nutrition Service Manager:</b> The Food And Nutrition Service Manager must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility.</p>
<p><b>Definition of Care or Service:</b> The Food And Nutrition Service Manager directs the operation of Patient Food Services. Scope of Service may include:</p> <ul style="list-style-type: none"> <li>• Establishes goals and oversees implementation of patient food services needs based upon medical direction, patient population and contract.</li> <li>• Hires, leads, directs, coaches, trains and develops patient services team members.</li> <li>• Oversees the evaluation of and discipline of patient food services employees, as applicable and according to departmental policy.</li> <li>• Oversees systems and processes to ensure the strategic and operational objectives for the department are met.</li> <li>• Complies with dietary restrictions on special or modified diets to ensure optimal food preferences are met within guidelines of diet order limitations.</li> <li>• The planning and supervision of patient food assembly and service.</li> <li>• Scheduling, hiring, training, evaluation and disciplining of patient food service personnel.</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 the food service management company. <ul style="list-style-type: none"> <li>○ Indirect supervision by the hospital leader who is responsible for food and nutrition services.</li> </ul> </li> </ul> <p><b>Evaluator:</b> Hospital leader responsible for food and nutrition services.</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>• High School Diploma/GED or higher</li> <li>• Require <b>one</b> of the below: <ul style="list-style-type: none"> <li>○ Food Handler’s permit</li> <li>○ Food Protection Manager Certification</li> </ul> </li> </ul> <p style="color: red; font-weight: bold;">NOTE: 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>



## DIVISION SCOPE OF SERVICE

**Experience:**

- N/A

**Preferred Experience:**

- One year work experience with some supervisory responsibilities.

**Competencies:**

The Food And Nutrition Service Manager will:

- Maintains a clean, sanitary working environment. Complies with federal, state and local health and sanitation regulations and department sanitation procedures.
- Participates in facility-wide and department Performance Improvement Program and on Performance Improvement teams to improve processes and patient care.
- Infection Prevention
  - Practices consistent hand hygiene
  - Uses personal protective equipment (PPE) when required
  - Required immunizations per Division requirements
  - Complies with Isolation precautions
  - Maintains sterile field

**References:**

Food Manager/Handler FAQ's <https://www.servsafe.com/ServSafe-Manager/FAQs/What-are-the-Food-Protection-Manager-Certification>

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

Association of Nutrition & Foodservice Professionals: <https://www.anfonline.org/become-a-cdm/cdm-cfpp-credential>

**Document Control:**

- Cosmetic updates 10/14/2019
- Content updates 10/29/2019

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