


<b>Name of Policy:</b> <u>Role of Food Service Director</u> <b>Policy Number:</b> 3364-104-606 <b>Department:</b> Food & Nutrition <b>Approving Officer:</b> Chief Experience Officer (CXO) <b>Responsible Agent:</b> Director, Food & Nutrition <b>Scope:</b> Food & Nutrition	 <p><b>Effective Date:</b> 5/1/2019  Initial Effective Date: 5/10/2005</p>
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

**(A) Policy Statement**

The Food Service Director (FSD) acts as liaison between the Food and Nutrition Services Department and the hospital administration.

**(B) Purpose of Policy**

To identify the role of the senior and primary representative of the Food and Nutrition Services Department.

**(C) Procedure**

The FSD has responsibility for organizing, managing and supervising the Food and Nutrition Services Department.

The FSD’S responsibilities include:

1. Ensuring effective, documented communication is maintained with medical and nursing staffs and with all department directors
2. Directing and coordinating the daily activities of the department with assistance from managers and dietitians carrying out the department’s established policies. These policies include:
  - ❖ Patient care programs
  - ❖ Purchasing
  - ❖ Production
  - ❖ Safety
  - ❖ Sanitation
  - ❖ Clerical activities
  - ❖ Personnel orientation
  - ❖ In-service education
  - ❖ Scheduling of staff
3. Coordinating and integrating any interdepartmental policies with the appropriate department directors
4. Coordinating and integrating with Clinical Nutrition for the administrative aspects of the department
5. Recommending a sufficient number of qualified and competent personnel to provide patient care and to assess personnel qualifications and competence
6. Directing and coordinating continuous quality improvement of the performance of care and services and to maintain quality control programs as appropriate
7. Providing orientation, in-service and continuing education for all personnel in the department
8. Maintaining the standards for regulatory agencies.

<p><b>Approved by:</b></p> <p><u>/s/</u> <u>4/23/19</u> Joshua Krupinski Date Director, Food &amp; Nutrition</p> <p><u>/s/</u> <u>4/23/19</u> Mario Toussaint Date Chief Experience Officer (CXO)</p> <p><i>Review/Revision Completed By: Food &amp; Nutrition</i></p>	<p><b>Review/Revision Date:</b> 8/2002 5/2005 7/1/2011 4/23/2019</p> <hr/> <p><b>Next Review Date:</b> 5/1/2022</p>
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