



New Position Available

Dining Services Coordinator

This position is an excellent way to make a difference in both the lives of residents and Team Members at Christian Care Retirement Community! This position will report directly to the Nutritional Services and Purchasing Director and will be responsible for overseeing the day-to-day responsibilities of the Dining Services Department in accordance with state and federal regulations.

Main Duties (not all-inclusive):

- Maintain team member schedule
- Approve time cards
- Assist in corrective actions for team members
- Assist with interviews, orientation and performance reviews for new hires
- Audit annual education requirements for team members
- Ensure stock is properly put away
- Ensure temperatures meet regulations
- Complete the necessary paperwork for new admissions/discharges of residents
- May be responsible for covering open shifts/call-offs
- Must be proficient in Microsoft Word and Excel with strong general knowledge of computers
- Experience in food service preferred

Benefits and Position Details:

- This position will be between 32-40 hours, usually Monday-Friday with some evening and weekend availability. May be required to work open shifts as needed
- Paid Time Off for full time team members is based on years of relative experience.
- Paid time off for major holidays
- Dental, vision, health and life insurance available after the first of the month following 60 days of employment
- 24/7 access to an onsite gym
- College tuition assistance
- Be a part of an incredible mission of enriching senior living through Christian values and compassionate, quality care.

To apply, please send resume and cover letter to Deb Dove, Nutritional Services and Purchasing Director, at ddove@christiancarerc.org by October 14, 2022.