

JOB DESCRIPTION

Job Title	Food Service Executive	Reports to	Unit Manager
Works closely with	Dietician, Dietary Assts, Patients, Doctors, Nurses, Head Chef, Kitchen and F&B Service staff	Supervises	
Department	NUH	Working Day/ Hours	Based on site specific

Job Summary:

Responsible for leading the whole food services team to run the overall food service nutrition system efficiently and according to the evidential therapeutic standards, improving the current food quality standards, addressing to the in house patients dietary requirements and maintaining healthy relationship with the hospital medical and dietary staff.

Principle Duties and Responsibilities:

- Confer with hospital medical and dietary staff regarding dietary or nutritional problems of patients.
- Formulate menus for therapeutic diets based on medical and physical condition of patients and integrates patient's menus with basic institutional menus based on the guidelines given by the hospital clinical dietician.
- Provides trainings to the staff including the kitchen staff about the basic health care nutrition, therapeutic diets, healthy cooking and addressing other such key areas.
- Conducts audits of the meals in the kitchen and compiles reports.
- Inspects meals served for conformance to prescribed diets and for standards of palatability and appearance.
- Work closely with the executive chef and his team to understand the requirements of basic therapeutic diets and their preparation and communicates the dietary requirement from the hospital staff to the kitchen staff.
- Addresses patients' dietary queries on daily basis.
- Supervise the roles of food services dietary team by allocating suitable responsibilities to each team member.
- Works as a part of the team to maintain good relation with the hospital staff.
- Ensures maintenance of high level of customer satisfaction and quality standards.

Knowledge, Skill and Abilities Required

- Minimum Bachelor degree in Nutrition & Dietetics with at least 2-3 years of experience in the clinical background.
- A strong knowledge and understanding of the local Dietetics requirements in the hospitals can be an added benefit.
- Team-player, self-starter with high level of initiative and drive.
- Excellent communication both written and spoken.

Please note that this job description is subject to change dependent on the overall workload of the department.

I acknowledge that I have received, read and sought clarifications of any questions I have about the content of this job description.

Acknowledged by :

Name : _____

Signature : _____