



## **DINING SERVICES DIRECTOR**

Located in Racine, Wisconsin, **Siena on the Lake Inc.**, is a ministry of the Sisters of St. Dominic – Racine Dominicans. As a new memory care community, seniors will thrive in an environment dedicated to a holistic approach to mind, body and spirit to ensure a fullness of life for each of its residents.

As a faith based community, the values of justice, compassion, mutual respect, honesty and neighborliness are characteristics upheld throughout the ministry. Siena on the Lake seeks an experienced **Dining Services Director** who exhibits leadership through service-oriented behaviors and actions. The Dining Services Director is responsible for the management of the entire Dining Services operation serving three Dining Services locations including the direction and coordination of all employees, development and adherence to operating budget; maintenance of operational standards/departamental policies/procedures; and formulating and carrying out goals and objectives for the department.

The Dining Services Director is responsible for:

- Developing team members through appropriate training, coaching and mentoring to ensure strong operational performance and culinary production;
- Maintaining compliance standards for meal service and food quality;
- Performing daily audits of safety, sanitation, food quality, meal delivery at point of service, and quality standards to optimize financial and operational performance;
- Oversee clinical aspect of nutritional documentation for residents;
- Purchasing food and supplies from authorized vendors to meet cycle menu requirements;
- Maintaining weekly operating report to analyze performance to budget and ensures financial goals are met;
- Attending appropriate guest food service committee meetings; conducts and monitors guest attitude and food preference surveys;
- Working with clients in maintaining safe work environment in facility;
- Performing tasks and providing input for weekly operating report, cash handling procedures, and other financial reports;
- Partnering with the interdisciplinary team in completing resident assessments and in the development of service plans.

Qualified applicants will have:

- Minimum of 3 years Dining Services Director level related experience and/or training;
- Senior living experience, managing a dining service team in a memory support or assisted living or long term care operation preferred;
- Certified Dietary Management credentials;
- Event center experience with a culinary background a plus, hotel restaurant experience a benefit;
- Undergraduate degree in Food Science, Culinary Arts or Hotel/Restaurant Management highly desirable.

We offer a competitive wage and benefit package in a great work environment. If you are a qualified applicant, please submit your cover letter resume, salary history and current salary requirements to: [hr@sienaonthelake.org](mailto:hr@sienaonthelake.org) with the subject line: Dining Services Recruiter.

Or send via mail to:

**Dining Services Recruiter**  
5635 Erie Street  
Racine, WI 53402

No Agencies - No Phone Calls