

Employment Opportunities

EO-464

August 14, 2024

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

www.leadingagewi.org/services-education/employment-opportunities.

EO-1055 Client Services Specialist – Eau Claire / La Crosse, Wisconsin

Brewster Village located in Appleton, WI is currently recruiting for a full time Food & Nutritional Services Manager. We are a 204 Bed Skilled Nursing facility that offers a team-based environment with a home-like focus on Person Directed Living as our top priority!

At Brewster Village we provide short-term rehabilitation and long-term nursing services designed to meet individuals’ social and medical needs. We provide exceptional care based on person-directed values and practices where the voices of our villagers are encouraged and respected. Choice, dignity, respect, self-determination, and purposeful living are the core values of our care.

Reporting to the Program Services Manager, the Food & Nutrition Services Manager plans, develops and monitors the food service activities of Brewster Village. The selected individual will also perform related duties including developing policies and procedures, maintaining records, purchasing equipment, etc. *Qualified Applicants will be a Certified Dietary Manager* with a minimum of two years food service leadership experience strongly preferred or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

The Food & Nutrition Services manager will promote empowerment of the team in providing resident centered care, participate in team problem solving, monitor team members performance, and provide feedback through coaching and counseling.

The hiring range for this position is \$64,708-\$72,820 based on experience.

Comprehensive Benefits Package Includes:

- Flexible Work Schedules
- Health, Dental, and Vision Insurance
- Long Term Disability
- Paid holidays, vacation, and personal time off

- 12 Sick days per year
- Wisconsin Retirement System (Pension)
- Tuition Reimbursement

Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises, schedules, prepares performance evaluations and trains food service staff.
- Establishes and enforces standards for safety, sanitation, food quality, and policies and procedures for departmental operation.
- Plans menus on the basis of established guidelines.
- Establishes cost control procedures; submits budget information.
- Maintains food service records including dining information sheets, snack sheets, menus, etc.
- Orders and receives food; standardizes recipes and tests new products for use.
- Provides educational programs for all staff.
- Actively participates in various administrative and committee functions.
- Plans for and purchases equipment and supplies.
- Provides knowledge and direction to staff in all households, assures that the households have needed resources (community links, materials and supplies).
- Ensures that all households participate in Quality Improvement and that appropriate follow up is taken to assure quality outcomes, performs professional audits and observations to confirm the competency of all household staff.
- Keeps the overall function of the household running smoothly.
- Provides leadership and vision to the household by serving as a role model, collaborates with others.
- Maintains a safe, comfortable and functional environment by assessing the household for potential hazards, implements practices utilizing appropriate techniques regarding sanitation, infection control, fire safety, disaster preparedness and emergency care, investigates and reports all incidents and accidents, and observes the team for safe work habits.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Required or Preferred Skills

- Ability to operate a variety of office equipment including personal computer, photocopier, fax machine, and telephone.
- Ability to assign, supervise, and review the work of others.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.
- Ability to add, subtract, multiply, divide, and calculate decimals and percent's.
- Ability to comprehend and interpret a variety of documents including invoices, menus, incident reports, etc.
- Ability to prepare a variety of documents including menus, food and supplement orders, job schedules, policies and procedures, letters and other correspondence, etc.
- Ability to use and interpret dietetics terminology.
- Ability to communicate effectively with residents and their families, vendors, food service consultants, and others verbally and in writing.
- Ability to offer expertise and guidance as needed and requested.

- Ability to assure that federal, state and local laws as well as accepted professional standards and principles of professional organization, boards and councils are followed.
- Ability to see person-centered care as an important component in providing residents with a sense of health and well-being.
- Ability to understand the importance of modeling positive attitudes and behaviors.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

Please visit our website at www.outagamie.org and click “Jobs” to learn more about this exciting opportunity and to apply today!

[Learn more about Appleton Wisconsin](#)

The Fox Cities is a wonderful east-central Wisconsin area comprised of 18 unique communities positioned along the scenic Fox River and Lake Winnebago. After analyzing 2300 cities across America, Appleton is ranked #39 due to growing entertainment options, affordability, safety, and friendly people. This Upper Midwest region presents quite a dynamic lifestyle for both residents and employers, thanks to its mix of big-city conveniences with small-town warmth and friendliness.

The Fox Cities is the proud home of notable school systems, colleges and healthcare systems, and is known across Wisconsin as THE place for shopping. Downtown Appleton, the Fox River Mall and many other retail destinations are a draw for shoppers from all over Wisconsin and beyond. In addition to shopping, the region features vibrant cultural venues, a year-round calendar of exciting events, one-of-a-kind museums and fantastic outdoor recreation.

This is also a premier place for business. The Fox Cities diverse economy is represented by the paper, technology, manufacturing, retail, service and electronic industries. Employers take advantage of this positive and dynamic environment, along with the areas low cost of operations, quality infrastructure, highly skilled workforce and supportive atmosphere.

The Fox Cities is a thriving community where live music, art, creative place-making and the entrepreneurial spirit seep into everything we do. Be careful, this mindset is contagious, as seen in the video below.

<https://www.youtube.com/watch?v=5T-0FbCq3P4>