

## LB Homes

### PM Supervisor/Baker

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**Department:** Dietary

**FLSA Status:** Non-Exempt

**Grade/Level:**

**Job Type:** Regular

**Work Schedule:**

Scheduled for day and evening shifts including weekend rotation and additional hours to meet organization's needs.

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**Job Status:** Full Time, Part Time, Casual

**Reports To:** Manager, Food & Nutrition Services

**Amount of Travel Required:** None

**Positions Supervised:** Dietary Aides,  
Dishwasher

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### POSITION SUMMARY

Baker position: This position requires the employee to review and prepare baked goods and desserts as required according to the menu. Prepare daily snack trays for each dining room. Prepare catered events as scheduled. Prepare desserts for cafe' by following all policies regarding safe food handling, no bare hand contact. Maintain a clean and well organized work space.

PM Supervisor: This position requires the employee to ensure that we are staffed according to need for the meal period. Call additional staff as needed. Assemble evening team and prepare them to serve the evening meal. Ensure all steam tables are on and at correct temperature. Check with cook to see what is being served for the meal then assemble all necessary tools with evening staff. Review proper plate assembly, ensuring all condiments, rolls, extras are accounted for and ready to use. Have all evening employees ready to begin service at scheduled times. Supervise cleanup including washing and storage of dishes, pots, pans, and utensils. Supervise floor cleaning and garbage removal. Ensure that the dish machine is cleaned and prepared for next shift. PM Supervisor is the last employee out, locks doors and turns off lights.

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### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Be able to read and clearly understand the diet requirements for each resident as stated on the individuals menu.
- Ability to forecast food production needs based upon a varying population and guest count.
- Assemble meal ingredients efficiently at the beginning of the shift.
- Read and fully understand and follow the standardized recipes making necessary adjustments based

upon daily meal counts.

- Prepare the food following the standardized recipes as well as following safe food handling practices.
- Ability to prepare mechanically altered diets, or ability to learn. Must be consistent and accurate with production.
- Ability to properly set up a steam table in an efficient manner that focuses on speed and accuracy.
- Ability to step in and serve a meal in times of need.
- Ability to train and lead staff in proper techniques according to policy.
- Hold accountable staff for their actions. Counsel and coach as needed.
- Communicate with Dietitian, Manager, and Director any needs of the department.
- Assemble a meal place in accordance with the guidelines provided by department.
- Follow all safe food handling procedures according to State of Minnesota requirements.
- Provide a high level of customer satisfaction.
- Must have the ability to work alone and as part of a team.
- Must be able to take and record temperatures of food and equipment as required by health department.
- Be willing to assist other team members in their tasks.
- Inspect supplies, equipment, and work areas to ensure efficient service and conformance to standards.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Team Work - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.

## SKILLS & ABILITIES

- Education:** Professional Culinary Training a plus: Preferred
- Experience:** Minimum of 6 months prior professional food production in a health care or restaurant setting
- Computer Skills:** Microsoft Suite (Office, Word, Outlook (calendar and email), Internet Explorer
- Certifications & Licenses:** ServSafe certification or the ability to obtain within the first 6 months employment (based upon locally available class)
- Other Requirements:** Professional, fair and consistent leadership skills that embrace the company core values and purpose

## PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	F	<b>Lift/Carry</b>	
Walk	F	10 lbs or less	F
Sit	O	11-20 lbs	F
Manually Manipulate	F	21-50 lbs	O
Reach Outward	O	51-100 lbs	N
Reach Above Shoulder	O	Over 100 lbs	N
Climb	N	<b>Push/Pull</b>	
Crawl	N	12 lbs or less	O
Squat or Kneel	O	13-25 lbs	O
Bend	O	26-40 lbs	O
Grasp	O	41-100 lbs	O
Speak	F		

**Other Physical Requirements**

- Vision (Near, Distance)
- Sense of Sound - spoken words, alarm
- Sense of Smell
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - gloves, masks, goggles, gowns

**WORK ENVIRONMENT**

Primary work environment is in a Skilled Nursing Facility. There will be regular and frequent occasion to be in kitchens and dining rooms.

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Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.