



GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÁT ESPETÁT MIMURIÁT GUÅHÅN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913

Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



AREA OF CONSIDERATION – OPEN COMPETITIVE

TO ESTABLISH A LIST FOR THE POSITION OF

FOODSERVICE PRODUCTION SUPERVISOR

OPEN: November 09, 2023

CLOSING DATE: CONTINUOUS

ANN. NO.: 24-54

GENERAL PAY PLAN

OPEN: M-01 \$49,731.00 P/A to M-10 \$68,269.00 P/A

PROMOTION: M-01 \$49,731.00 P/A to M-18 \$87,650.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

- A) Two (2) years of experience in healthcare foodservice management and a Bachelor's degree in food service management, hospitality or related field; or
- B) Four (4) years of experience in foodservice management or hospitality and an Associate's degree in foodservice management, hospitality or related field.

NECESSARY SPECIAL QUALIFICATION REQUIREMENT:

Possession of a valid Certification in Dietary Management (CDM) or similar national certification in food service management and safety from a national certifying body.

Possession of a current certification in Basic Life Support (BLS) from the American Heart Association (AHA).

NATURE OF WORK:

This position is responsible for the daily operations of the Foodservice Production Unit which includes participation in the nutritional assessment of residents/patients.

An employee in this class will provide supervision and guidance to ensure that food quality, safety standards, and resident/patient expectations and needs are met.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor for the examples cover all the duties which may be performed.)

Oversee staff and daily operations of foodservice production and distribution, temperature control, waste and pilferage control, and sanitation. Supervise and participate in a variety of activities of a food service unit to include food preparation, service, and record maintenance in an acute and semi-acute care setting. Conduct resident/patient nutritional assessments which includes food/fluid intake information in collaboration with registered dietitians. Identify standards and procedures for food preparation. Participate in menu planning, including responding to resident/patient preferences, substitution lists, therapeutic diets, and industry trends. Inspect meals and assure that standards for appearance, palatability, temperature, and serving times are met. Manage the preparation and service of special nourishments and supplemental feedings. Assure safe receiving, storage, preparation, and service of food in compliance with guidelines. Takes corrective action as needed to determine appropriate utilization, storage or disposal of foodstuffs. Ensure adherence to high quality standards and sanitation procedures of staff. Records nutritional assessment data in the medical record and other required MDS forms. Determine, review, revise and develop dietary plans in collaboration with a registered dietitian and physician orders; nutritional status and eating function of clients/patients. Establish and implement policies and procedures. Attend departmental/division meetings and participates in the development of quality and performance improvement reports. Maintain records and prepare reports.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of nutritional counseling techniques and methods for diet teaching.
- Knowledge of food sanitation procedures.
- Knowledge of the principles of menu planning for optimal nutrition of health and disease for clients/patients.
- Knowledge of culturally sensitive and educational techniques and methods.
- Ability to conduct nutritional assessments.
- Ability to operate computer programs, i.e., Microsoft Word, Excel, etc.

- Ability to supervise.
- Ability to lift and carry in excess of 50 pounds.
- Ability to withstand extreme temperatures, hot and cold.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.

EXAMINATION REQUIREMENTS: A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, effective September 30, 2008, all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job.

CMS OMNIBUS COVID-19 HEALTHCARE STAFF VACCINATION REQUIREMENT: Pursuant to CMS regulation, all eligible staff, both current and new, working at either the acute hospital or the Skilled Nursing Facility, are required to be fully vaccinated against COVID-19. The CMS mandate applies to all eligible staff working at almost all CMS-certified facilities that participate in the Medicare and Medicaid programs. This includes facility employees, licensed practitioners, students, trainees, vendors, contractors and volunteers. Additionally, this includes individuals who provide care, treatment, or other services for the facility and/or its patients under contract or other arrangements, even at a third party location.

DRUG SCREENING AND PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION: All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment. All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical examination and COVID screening and show proof of COVID vaccination.

PRIMARY SOURCE VERIFICATION: Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of resident.

AREA OF CONSIDERATION AND INTERVIEW PROCESS: A personal interview, interview by telephone or video conferencing will be held by the appointing authority or his designee for eligible candidates referred via certification. Certification for interviews are prepared from valid eligibility listings in accordance with the area of consideration or examination and in the following order if available: 1) Departmental; 2) Government-wide; and 3) Open Competitive. Candidates will be contacted accordingly during active recruitment when their names are reached on the appropriate list.

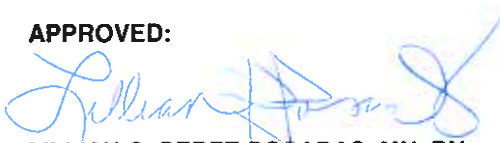
Important Note: Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for notifying the Human Resources Office of any changes in contact information to include email and mailing addresses.

IMPORTANT INFORMATION: Public Law 99-603 (8USC, Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

WHERE TO APPLY: Applicants must submit the "Guam Memorial Hospital Authority – Employment Application" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday or via email to human.resources@gmha.org. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call (671) 647-2409/2171 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

APPROVED:



LILLIAN Q. PEREZ-POSADAS, MN, RN
Hospital Administrator/CEO

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