

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

Job Description
NUTRITIONAL SUPPLY DIRECTOR

Position Assigned To: _____

You Report To: _____
(Professional Services Chief)

Mission: Organize food and water stores for preparation and rationing during periods of anticipated or actual shortage.

- Immediate:**
- ___ Receive Job Description from Professional Services Chief.
 - ___ Read Job Description and put on position tag.
 - ___ Obtain briefing from Professional Services Chief.
 - ___ Meet with and brief Nutritional Services personnel.
 - ___ Estimate the number of meals which can be served utilizing existing food stores; implement rationing if situation dictates.
 - ___ Inventory the current emergency drinking water supply and estimate time when re-supply will be necessary. Implement rationing if situation dictates.
 - ___ Report inventory levels of emergency drinking water and food stores to Professional Services Chief.
 - ___ Submit an anticipated need list of water and food to the Professional Services Chief. Request should be based on current information concerning emergency events as well as projected needs for patients, staff and dependents.
 - ___ Meet with Professional Services Chief regularly to keep informed of current status.
 - ___ Document all actions/decisions with a copy to Professional Services Chief.
 - ___ Observe and assist staff who exhibit signs of stress and fatigue. Provide for staff rest period and relief.
 - ___ Direct non-utilized staff to Labor Pool.