



Food Services Manager Full-time, Temporary

ORGANIZATION BACKGROUND:

Owned and operated by Advent Health Care, and affiliated with the Seventh-day Adventist faith based community. Valleyview Residence is a 174-bed home and the operation is based on Seventh-day Adventist principals. The home opened in 2004, with six dining rooms, fully equipped and staffed kitchen facility on the premises. While the home does not serve kosher meals, it does offer vegetarian and non-vegetarian meals without shellfish and pork options.

ACCOUNTABILITY OBJECTIVE:

In consultation with the Administrator, plans, develops and oversees the food production and services to residents and other consumers in accordance with the organization's resident centred approach, policies and procedures as well as established standards and regulations.

BACKGROUND/QUALIFICATIONS:

- At least three years of food service management experience in health care.
- Graduate of a recognized 2-year diploma program in food services supervision or management, or a Bachelor's degree in Nutrition, Dietetics.
- Be a member in the Canadian Society of Nutrition Management (CSNM) or a member of the College of Dietitians of Canada.
- Completion of a recognized food safety awareness program required.
- Knowledge of the Ontario Food Premises Regulation, Ontario Regulation 79/10 made under the Long Term Care Homes Act, 2013, and the OH&S Act.
- Experience using Med-e-Care system and Staff Schedule Care.
- Great computer skills and are proficiency with MS Office (Word, Excel, Outlook).
- Knowledge and experience in menu redevelopment for seniors, in a long term care setting.
- Proven excellence in fiscal management of departmental budgets, contracts and project costs.
- Knowledgeable of nutritional needs of long-term care residents, including therapeutic diets, texture modified and nutritional supplements

KEY RESPONSIBILITIES:

- Creates/reviews/analyses/modifies menus and recipes for the home twice a year following the Ministry of Health standards for nutritional requirements and sanitation procedures, including therapeutic diets.
- Ensure all Public Health regulations and Ministry of Labour regulations are in compliance.
- Develops/reviews dietary policies yearly or as needed.
- Searches for new products and companies by attending and participating in regional food service educational meetings and shows.
- Interviews, selects, hires, evaluates and terminates department personnel.
- Purchases, maintains, co-ordinates repair of equipment and manages staff instruction on use.
- Participate in the nutritional care of the residents including an admission history, quarterly assessments, annual reviews, and referrals for low and moderate nutritional risk residents.

- Communicate with the home's Dietitian to ensure the menu is in compliance with Ministry of Health and Long Term Care Dietary Compliance Standards account for residents with culture and diversity needs, texture modifications, and diet restrictions of the residents.
- Participates as member of interdisciplinary team regarding nutritional issues in resident assessment and care planning. Attends all RAI meetings, care conferences, management meetings, other meetings as requested.
- Manages food preparation for resident and staff meals in accordance with sanitation and safety regulations, the menu, and production methods best suited for nutritional quality and appearance of the product.
- Co-ordinates Quality Improvement (QI) activities for dietary department.
- Develops job routines and directs staff in cleaning routines to ensure a sanitary environment.
- Schedules, records payroll, supervises and trains all staff/students involved with food preparation and serving of meals to residents and staff in accordance with established policies and food safety standards.
- Co-ordinates departmental construction/refresh projects.
- Co-ordinates staff development programs for dietary personnel.
- Purchases, receives, stores and controls products to be used including portion control, forecasting needs and evaluation of bulk leftovers, and plate waste. Manages/records departmental caterings.
- Chairs Resident Food Committee.
- Preparation of department budget and manages to budget.
- Ensures compliance with the Occupational Health and Safety Act and WHMIS, and monitors the general safety procedures in place on an ongoing basis. This includes recognizing health and safety hazards, initiating corrective action as required, as well as participation in in-services and fire drills.
- Other duties as may be assigned.

Candidates should send resumes to Elizabeth Bryce, Administrator at ebryce@vvres.org