

JOB OPPORTUNITY

JOB TITLE: FULL-TIME FOOD SERVICE SUPERVISOR

JOB REF NO: 30-2018

DEPT: FOOD SERVICES

SITE: CORPORATE

UNION / NON: NON-UNION

QUALIFICATIONS:

- Graduate of an approved college level Food and Nutrition Management Program, or Degree in Food & Nutrition or equivalent acceptable to the organization
- Current membership in the Canadian Society of Nutrition Management (CSNM), or eligible for membership, or a Registered Dietician
- Knowledge of food safety guidelines and HACCP requirements.
- Knowledge of the Occupational Health & Safety Act.
- Knowledge of texture modified, therapeutic diets, and quantity food production.
- Two years related supervisory experience an asset.
- Experience in a unionized health care environment an asset
- Experience with CBORD and Meditech computer systems preferred.
- Proficient use of Microsoft Office.
- Excellent interpersonal and communication skills.
- Self-directed and action oriented.
- Ability to effectively lead large groups of staff and promote a positive work environment.
- Demonstrated effective time management, problem solving and conflict resolution skills.
- Ability to analyze and adjust work schedules to maximize efficiency of human and financial resources.
- Excellent initiative to identify and carry out projects to meet departmental objectives.
- Ability to prioritize to meet departmental deadlines.
- Good attendance record with ability to maintain same.
- Ability to maintain confidential information.
- Familiar with Occupational Health & Safety Workers' rights and responsibilities.
- Physically capable of performing the essential duties of the job.

RESPONSIBILITIES:

1. Provide direct and indirect supervision to staff in production, meal service, ware washing, and other areas of the department to meet quality standards and budget requirements.
2. Monitor, coach, and complete performance appraisals for unionized employees to optimize performance and team work.
3. Coordinate, monitor and document staff training to ensure compliance with mandatory training.
4. Monitor equipment and food temperature audits and follow up on variances.
5. Monitor equipment functioning, identify problems, schedule repairs as needed in conjunction with Plant Services and external providers.
6. Participate in the development of, and monitoring of, safe work practices to ensure compliance with the Occupational Health and Safety Act.
7. Monitor the department's compliance with Long Term Care Standards
8. Conduct audits with respect to meal service accuracy, food waste, safety and other items as required.
9. Monitor and ensure sanitation standards are met.
10. Interact with patients and residents and provide information to Nursing Staff and Dietitian as appropriate.

11. Identify and provide input into the development of quality improvement and cost control initiatives.
12. Participate in the cost effective procurement of food, supplies and equipment as required.
13. Plan staff schedules to meet departmental needs according to the collective agreement and department policies.
14. Monitor inventory and order supplies

Interested and qualified candidates are invited to submit their resume and Employment Application form by using one of the following options:

1. Email to: Human.Resources@rhcf.on.ca
2. Fax to: 807-274-2898 Attention: Human Resources
3. Mail or hand deliver to: Human Resources, 110 Victoria Avenue, Fort Frances, ON P9A 2B7

Resumes accepted for consideration on our advertised positions must quote the job reference number along with the job title. We wish to thank all applicants, however, only those invited for an interview will be contacted directly.