



## **FOOD SERVICE SUPERVISOR**

### **JOB POSTING**

<b>Position Title:</b>	Food Service Supervisor	<b>Employee Group:</b>	Permanent Part-Time
<b>Department:</b>	FM Dietary	<b>Classification:</b>	Non-union
<b>Reference #:</b>	FM FSS PERM PT 2019-14	<b>Hourly Rate:</b>	TBD
<b>Application Deadline:</b>	January 5, 2020	<b>Hours/Week:</b>	15 hours per week moving to 22.5 hours per week
<b>Application Details:</b>	Must be available to work weekends and all shifts	<b>Hours:</b>	Days, Afternoons & Evenings, Weekends

#### **Organization Background:**

Holland Christian Homes consists of 6 Independent/Assisted Living Towers as well as Faith Manor and Grace Manor which are private, non-profit Christian Long Term Care facilities situated in the City of Brampton. Holland Christian Homes is a dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere.

We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical psychological, social, cultural and spiritual needs. These services are provided by fully qualified professional staff who deliver care using a holistic approach to provide quality care and quality of life to individuals.

Holland Christian Homes was awarded Exemplary Standing by Accreditation Canada – come join our winning team!

#### **Position Summary:**

Under the direction of the Faith Manor Dietary Manager, the Food Service Supervisor will direct, control and evaluate the Dietary Services of Faith Manor in the absence of the Dietary Manager or as delegated by the Dietary Manager.

**NOTE:** Faith Manor is expanding Summer 2020 with the opening of a new home. This position will be 15 hours per week and then 22.5 hours per week when the new home opens.

#### **Specific responsibilities include:**

- Assist with Resident charting, make recommendations and set up interventions until RD visits.
- Complete reports in MDS, point click care and the synergy program.
- Menu planning, preparing order guide and production sheet.
- Supervise Cooks, Dietary Aides and Food Service Workers.
- Orient, train and demonstrate proper equipment usage to new staff.
- Assess workloads and assist to organize and complete tasks with employees as needed.
- Encourage effective use of food supplies, cleaning supplies, utensils and equipment.
- Check that food items are stored properly and portions controlled in food service.
- Complete inventory for the following week.
- Keep up to date with communications, follow through on areas assigned by Dietary Manager, inform and makes recommendation to Dietary Manager of operational concerns.
- Update resident charts and diet orders.
- Monitor/report menu concerns, resident comments.
- Investigates and reports faulty working equipment needing maintenance attention, hazardous situations and employee incidents.
- Other duties as required



**Qualifications:**

- Food Service Supervisor or Food and Nutrition Management Diploma or Certificate
- Active certified member of Canadian Society for Nutrition Management.
- A red seal from a recognized culinary arts program an asset
- Possess understanding and skills in personnel management communication, therapeutic diets, large quantity food production and preparation.
- 3 years food service supervision experience in health care facility at Level II (as per Canadian Dietetic Association regulations) an asset
- TB Test, Proof of Annual Flu Immunization or willing to get immunized (Unless medically exempt)
- Satisfactory Vulnerable Sector Screening (Police Check)

**Interested and qualified applicants should forward a Resume and Cover Letter (as ONE document in PDF format) to Human Resources.**

**Email: [jobs@hch.ca](mailto:jobs@hch.ca)**

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*Preference will be given to qualified employees at Holland Christian Homes. Should a suitable candidate not be found, external candidates will be considered. Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals.*

*Applicants agree that by providing personal information in response to this posting, and otherwise in any recruitment process with the Company, such personal information may be retained and used by HCH for a period of one (1) year from the date of this application, for the purpose of consideration for employment opportunities which may arise during that time period, unless an Applicant notifies the Company to the contrary."*

*We thank all applicants for their interest in this position, however, only those individuals selected for an interview will be contacted. No phone calls please.*

**Disclaimer:**

In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.