



DIETARY MANAGER

JOB POSTING

Position Title:	Dietary Manager	Employee Group:	Permanent Full-Time
Department:	Faith Manor Dietary	Classification:	Non-Union
Posting #:	FM DM PERM FT 2024-06	Hourly Rate:	TBD
Application Deadline:	Until Filled	Hours/Pay:	75 hours per pay
Application Details:	Submit Resume and Internal Application Form jobs@hch.ca ASAP	Hours:	Monday to Friday: 0900 h to 1700 h (3 Days) 1000 h to 1800 h (2 Days) (One weekend day in a month)
Start Date:			

Position Summary:

To plan, organize, implement, direct, control and evaluate all aspects of the Food Service Program (includes Long Term Care, Tenant Dining Room, Restaurant, Snack Bar and Catering) of Holland Christian Homes in meeting the standards of Public Health and the Ministry of Long-Term Care.

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 in the Region of Peel. 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 respects and carries out the values associated with a person-centered approach which include rights, dignity, identity, individuality, respect, privacy, choice and independence.

Specific responsibilities include:

- Respects and carries out the values associated with a person-centered approach which include rights, dignity, identity, individuality, respect, privacy, choice and independence
- Provides supportive opportunities of conversation and social engagement to help people live their life and experience well-being
- Maintain MLTC and Public Health standards
- Food Ordering in a prescribed budget and maintaining it.
- Ongoing inventory
- Audits
- Attend IDCC and address any concerns or issues at the meeting and complete documentation • Meal Rounds
- Prepares 5-week cycle menu with input from dining room committee, and tenant dining room. Menu is approved annually by the dietitian and resident council
- Prepares production binders with production sheets and standardized recipes (according the residents and tenants therapeutic needs)
- Directs the preparation of meals and the serving of meals in the FM Dining Rooms and Tenant Dining Rooms and GM Café/Restaurant
- Ensuring staff are replaced as per collective agreement



- Encourage effective use of supplies, cleaning supplies, utensils and equipment
- Works closely with dietitian and nurse practitioner to manage residents' nutritional concerns as per lab values, skin condition, weight
- Maintain resident and family contact to communicate nutritional needs for the resident.
- Maintain accurate "People Service Report" (which corresponds to the care plan includes the diet orders) for the Food Service Workers to use at point of service.
- Attend annual care conferences and post admission conferences with families
- Communicate changes to Dietary staff via people service, nourishment reports and labels of special snacks • Update seating plans
- Communicate Menu changes to staff and residents
- Complete quarterly assessment in PCC
- DM/FSS initial assessment for new admission
- Performs other duties and responsibilities as assigned by the direct supervision
- Making sure shifts are filled according to the collective agreement using the Staff Schedule Care (SSC) Wizard.
- Providing support to staff during absence over the phone and help them in replacing the shift.
- Maintain equipment by doing preventive maintenance by filling Request for Repair (R4R) as needed.
- Responsible to meet and follow through on public health and ministry of long-term care standards and inspection reports.
- Draw up action plans in order to address areas of improvement as pertaining to dietary.
- Attend IPAC meetings.

Qualifications:

- Graduate of a recognized Food Service Management diploma program
- Minimum of 2 years LTC experience in management
- Good knowledge of LTC Home Standards
- Active member of the Canadian Society of Nutrition Management
- Leadership Skills Training
- Ability to demonstrate diplomacy and professionalism when working with families and other professionals.
- Committed to providing care and work with a person-centered approach
- Experience in providing physical, social and emotional needs that are in tune with people's changing needs
- Ability to interact with seniors in a way that it can be understood and communicate in a way that meets every individual's needs and preferences including those that are cognitively challenged
- Exceptional interpersonal and customer service skills
- Demonstrated success in communicating with all levels of the organization that includes communicate effectively with staff, residents, families/visitors delivery/service personnel and the general public.
- Excellent problem solving, conflict resolution, and decision making skills.
- Good judgment skills and the ability to handle and maintain confidential information
- Ability to multi-task and prioritize workload.
- Ability to work independently as well as function as part of a multi-disciplinary team.
- Ability to be proactive and take initiative where required.
- Ability to focus on assigned tasks
- Detail-oriented and professional
- Ability to effectively handle multiple tasks simultaneously
- Ability to work under conditions of frequent interruption, being undisturbed by the complexities and variety of minute details.
- Competence in computer applications including Microsoft Office and Outlook.
- Demonstrated ability to observe boundaries, engage in appropriate emotional regulation, refrain from dual relationships with residents, maintain confidentiality, and engage in reasonable self-care strategies designed to reduce stress by balancing work/life responsibilities.



- Ability to read, write, and speak English.
- A satisfactory and current Vulnerable Sector Screening.
- Evidence of negative 2 step TB Test, full COVID-19 vaccination and up to date immunizations including Flu Shot (unless medically exempt)

Interested and qualified applicants should forward a Resume and Cover Letter (as ONE document in PDF format) to: Human Resources e-mail: jobs@hch.ca

Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals.

Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

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.