



POSTING NUMBER: 2018-NON-HM-128

Hastings County, located in Central Ontario, just a short drive from the world renowned Sandbanks Provincial Park, is abundant in historical and natural wonders. The rural lifestyle remains strong here, and you will find our unique artisan and antique shops make for a wonderful day of shopping and exploring our small towns, villages and hamlets. Not to be forgotten is the thriving urban centres of Belleville and Quinte West nestled along the northern shore of the Beautiful Bay of Quinte offering an enticing waterfront trail, a state of the art marina and the new Shorelines Casino. Hastings County is the ultimate combination of urban and rural living.

The **Hastings Manor** long term care team works together to optimize quality of life in a diverse environment of compassion, safety and comfort.

In an effort to fulfil our mandate to Support People and our Communities Hastings Manor operates under the core values of **Supportive Environment; Honesty and Integrity; Accountability; Respect and Empathy**

FOOD SERVICES SUPERVISOR

This is a **Full Time, Non Union** position, reporting directly to the **Dietitian Manager**, and is responsible to assist with the organized and efficient operation of the Dietary Department.

RESPONSIBILITIES:

- Supervise the daily activities of the Dietary Department staff
- Responsible for compliance with the Ministry of Health and Long Term Care legislation and regulations; Public Health standards and policies and procedures of Hastings County and Hastings Manor.
- Plan regular and themed menus and maintain up-to-date posters, production count sheets and recipe books.
- Complete purchasing for the Dietary Department maintaining an adequate inventory, receive and store food orders, rotating product to ensure freshness.
- Supervise kitchen to ensure menus and recipes are adhered to; therapeutics are being used correctly and production counts followed.
- Conduct and participate in daily production meetings and delegate tasks appropriately.
- Participate in and/or lead various committee and departmental meetings, including bimonthly staff meetings.
- Participate in providing in-service programs and encourage the continuing professional development of dietary staff.
- Respond to complaints; investigate concerns and consult with other managers/supervisors as required.
- Conduct or participate in dietary department interviews, orientations, evaluations and disciplinary procedures.
- Assist with the preparation of the dietary department budget and ensure effective control of the budget.
- Prepare various departmental records and reports for submission.

- Responsible for the maintenance and repair of dietary equipment.
- Supervise in accordance with and follow the Occupational Health and Safety Act and County Policies.
- Ensure all employee incidents are documented, investigated and submitted to the Administrative Assistant.
- Immediately report and document all incidents of alleged, suspected or witnessed abuse or neglect of a resident in accordance with County policies and the Ministry of Health Long Term Care Act, 2007.
- Be aware of and follow emergency response procedures including all practice drills.
- Be accountable for the delivery of high quality, safe meals
- Be accountable for the delivery of high quality, safe and reliable care along with a safe work environment to ensure and protect the health and safety of those who use and deliver the programs and services provided by Hastings Manor.
- Other duties as may be assigned from time to time.

MINIMUM QUALIFICATIONS

- Food Service Supervisor Diploma from a two year approved C.F.S.S.A. course.
- Maintain an active membership in the Canadian Society of Nutrition Management
- 2 or more years of food service experience in Long Term Care setting or similar Dietary Department.
- Demonstrated leadership ability.
- Ability to work with minimal supervision and demonstrate sound decision making, time management and administrative skills.
- Strong written and oral communication skills
- Ability to promote strong community linkages for sharing resources.

Salary Range: \$64,592 to \$75,545 per annum plus an excellent fringe benefit package

Applications will be accepted by the undersigned until **4:00 pm on Friday, May 4, 2018**

Please reference the **Posting number** and your **name** in the subject line of your email and on all hard copy correspondence

Attn: Yvette Fournier

County of Hastings
Human Resources Department
235 Pinnacle Street
Belleville, ON
K8N 3A9

e-mail: careers@hastingscounty.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.