

FOOD SERVICES MANAGER

DEPARTMENT:	Long-Term Care
REPORTS TO:	Administrator at Hyland Crest/Highland Wood
STATUS:	Permanent Full-Time
SHIFT:	Days
COMPENSATION:	Commensurate with Experience
UNION:	Non-Union
AVAILABLE TO:	Internal & External Candidates
DATE POSTED:	March 24, 2025

POSITION DESCRIPTION:

The Food Services Manager will be accountable for the effective and efficient operation of all aspects of the Food Services department in accordance with standards, policies and practices of HHHS, and in compliance with legislative and regulatory requirements. The Food Services Manager will be responsible for all phases of operational planning and expenditures, ordering, budgeting, costing and reporting, in addition to hiring, evaluating and overall managing of staff in the Food Services department.

RESPONSIBILITIES:

- Oversee all aspects of the Nutrition and Dietary Services Department. This includes all staff, equipment, and inventory within the department.
- Set annual goals, objectives, and service / performance standards for Nutrition and Dietary Services. The goals, objectives and standards are monitored and continuously improved through strategic planning with the multidisciplinary care team.
- Monitor and continuously improve the meal service activity through the Continuous Quality Improvement Plan and quality control audits to ensure that the service provided meets the nutritional needs of residents according to resident satisfaction surveys.
- Participate in the development, assessment and updating of current and new systems, program, policies and procedures.
- Identify the Department's needs for suppliers, equipment and personnel.
- Prepare and monitor the budget to maintain cost control with financial analysis.
- Forecast capital equipment and maintenance expenditures.
- Communicate with, involve and support families in determining appropriate dietary services.
- Works in collaboration with the Residence's Registered Dietitian.
- Ensure that optimal safety standards are maintained by all Food and Nutrition department employees; being sensitive to resident's cultural and spiritual needs.
- Ensure that the nutritional care program complies with established standards and guidelines for Long-Term Care.
- Work with the multidisciplinary team in developing a nutritional care program for residents, including nutritional screening and assessment protocol to identify and monitor residents at nutritional risk.
- Attend the multidisciplinary care conferences to discuss the nutritional aspects of individual residents and revise the nutrition care plan as necessary.

QUALIFICATIONS:

- Diploma in Food and Nutrition Management from a recognized program.
- Five years previous professional experience in long-term care.
- Must be an active Member of the Canadian Society of Nutrition Management or a Registered Dietitian.
- Current provincial Safe Food Handling Certificate.
- Excellent leadership, communication and interpersonal skills with an interest in gerontology.
- Previous professional experience in a health care setting an asset.
- Proficient Computer skills.
- Demonstrate organizational and interpersonal skills.
- Solid knowledge of basic therapeutic nutrition as it relates to the needs of the Long-Term Care population.
- Time Management skills with ability to prioritize and multitask.
- Must be flexible and willing to respond to the needs of others.

SUBMIT RESUME TO:

**Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON, K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-4609**

PLEASE QUOTE JOB NUMBER:

2025-44

DEADLINE FOR APPLYING:

April 1, 2025 @ 1600 Hours

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.