



Food Service Supervisor

Reports to: General Manager

Qualifications:

1. An accredited Food Service Supervision/Nutrition Management program or Food Beverage Management.
2. Eligible for membership in the Ontario Society of Nutrition Management (OSNM).
3. Experience in quantity food preparation.
4. Knowledge of therapeutic diets and current nutritional standards relating to a geriatric population.
5. Ability to direct and supervise others using written and verbal communication skills.
6. Free of communicable diseases.
7. Familiar with computers and dietary specific application an asset.
8. Willing to actively pursue personal and professional development.
9. Working knowledge of Hazardous Analysis Critical Control Point (HACCP), Sanitation Code, Workplace Hazardous Material Information System (WHMIS) and Occupational Health and Safety, Public Health Inspections.

Functions:

1. Establish, implement and enforce Dietary Department policies and procedures.
 2. Plan, organize, direct and supervise the activities of the Dietary Department to ensure the provision of high quality food service.
 3. Plan regular, therapeutic and alternate menus based on Canada's Food Guide to Healthy Eating, current resident population and special seasonal events.
 4. Purchase and receive all supplies necessary for daily meal preparation, nourishments and special events.
 5. Develop and ensure the use of standardized recipes. Meal preparation. Supervise meal service to ensure appropriate portion control and resident acceptance.
 6. Schedule and train all Dietary employees. Establish and monitor workflow, evaluate performance and production making necessary changes to maintain quality service.
 7. Interview new residents regarding dietary restrictions, allergies and food preferences recording pertinent information in resident's charts.
 8. Ensure sanitation regulations pertaining to food preparation and food premises are followed.
 9. Co-ordinate Dietary services with other departments as required.
 10. Participate in budget preparation.
 11. Be knowledgeable of and practice facility's fire and safety programs.
 12. Adhere to established policies and procedures.
 13. Maintain accurate records pertaining to each resident's nutritional care.
 14. Ensure all the Public Health reports are communicated to staff and acted upon.
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