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FOOD SERVICES SUPERVISOR (0.5FTE, 1 year contract)

Villa Cathay Care Home invites you to join us in making a difference!

Villa Cathay Care Home is committed to providing the highest quality, individualized and professional care to our seniors. By creating a safe, warm, and culturally focused Home, our elderly residents and their families find comfort, respect, and dignity. Our interdisciplinary team of professionals provide care with love and respect, honoring the dignity of seniors.

What you will do

The **Food Services Supervisor** plays an important role in effecting change and in delivering service quality that satisfies residents and stakeholders and that contributes to a collaborative working environment.

This position is responsible for frontline leadership in overseeing the daily food service including supervising designated staff, ordering, quality assurance, problem solving, and overseeing laundry, housekeeping, and janitorial services. The Supervisor also works closely with the Facility Department to ensure coordinated operations and supports the implementation of projects affecting both Support and Facility services.

In addition, this role coaches, mentors, trains, and directs staff to ensure service quality and compliance to relevant standards.

Key responsibilities include:

1. Supervises support services staff by coaching, training, and providing direction in accordance with relevant regulations and best practice, including, but not limited to, food safe, infection control, and occupational health and safety. Maintains efficient and effective operations and quality standards.
2. Ensures food, physical safety and sanitation practices and procedures are adhered to and that staff work in compliance with established safe work practices and

- procedures. Conducts regular sanitation inspections and initiates corrective action as required.
3. Develops and revises as needed the master rotation and job routines and defines work assignments.
 4. Manages effective use of resources by estimating requirements, handling orders, receiving support service supplies, and resolving discrepancies with suppliers.
 5. Orders all products in accordance with buying specifications. Performs financial responsibilities. Monitors and ensures equipment is in good repair.
 6. Participates in menu planning; develops and revises recipes and production sheets in collaboration with the Clinical Dietitian to meet nutritional analysis requirements and special needs of the residents, as well as comply with government requirements.
 7. Estimates food requirements. Prepares and updates production sheets. Oversees the storage of food and related items according to established standards.
 8. Maintains and recommends inventory supply levels to minimize spoilage, loss, and waste. Carries out an effective inventory management process that tracks receiving, storage, and redistribution, including rotation of supplies, to minimize spoilage and waste.
 9. Ensures orders and deliveries are consistent and resolves discrepancies with suppliers.
 10. Evaluates support services to ensure that established standards and work quality are maintained. Oversees the implementation of service guidelines.
 11. Prepares and maintains reports, statistical information, and departmental records as required by facility policies and procedures, and Ministry of Health and government legislation.
 12. Regularly reviews equipment and appliances in use to ensure they are safe and effective in achieving the goals; notifies the service company when equipment requiring service.
 13. Performs duties in accordance with all sanitation and safety requirements (e.g. HACCP and WHMIS).
 14. Conducts incident investigations of work-related injuries in support services and enhances relevant system and work process for work safety. Participates in the Occupational Health and Safety Committee if required.
 15. Performs other duties as required by Villa Cathay operational requirements.
 16. Backfills Environmental Service Supervisor essential duties as needed.
 17. Act as a liaison with other departments such as participating in departmental and team meetings and committees as required.

What you bring

- Membership in the Canadian Society of Nutrition Management (CSNM)
- Three years recent experience in a food service premise in a supervisory capacity. Health care setting preferred.
- Certificate in Food Services Management
- Current certificate of Food Safe I required; Food Safe level II an asset.

- Effective verbal and written communication skills
- Demonstrated interpersonal and supervisory skills with proven ability to lead and motivate staff.
- Strong problem-solving skills with ability to resolve conflicts and maintain a harmonious working environment.
- Strong organizational skills and the ability to prioritize work according to the organizational goals.
- Ability to operate related equipment including ability to use the Microsoft Office suite of products.
- Ability to write, read, and speak Chinese an asset.

Additional Information:

- Able to demonstrate a clear criminal record to work with vulnerable adults.

Compensation, Benefits and Rewards

- Competitive benefit package
- Salary commensurate with experience

Salary

\$30 - \$33/hr

Successful applicants may be required to complete a Criminal Records Review Check. As per the current Public Health Order, full vaccination against COVID-19 is a condition of employment with Villa Cathay Care Home. We appreciate and thank you all applications in advance for their interest, however, only those candidates selected for an interview will be contacted.

How to Apply

To apply or for any inquiries, please email us at: hr@villacathay.ca and put "Food Services Supervisor" in the email subject line.