



Dept.	Nutrition & Food Services
Position	Nutrition & Food Services Manager
Type	Full Time Days (Maternity Leave Until July 2022)
Schedule & Hours	Monday-Friday 0800 hrs. – 1615 hrs. 10 shifts per pay period.

Job Qualifications

Education

- Bachelor of Science Degree, Human Nutritional Sciences or equivalent
- Preference will be given to candidates who have graduated from a recognized dietetic internship program which has been accredited by Partnership for Dietetic Education and Practice (PDEP) and is in good standing with the College of Dietitians of Manitoba.
- Valid Food Handlers Certificate

Experience

- 5 years' experience in food services with demonstrated professional, leadership and human resource management skills
- Proficient with computer programs (ie. MS Word, Excel, Power Point & Outlook)
- Knowledge of ESP (Scheduling) software
- Demonstrated organizational, communication and interpersonal skills

Skills and Ability

- Excellent verbal and written communication skills
- Demonstrate a mature professional manner
- Ability to work independently
- Ability to be flexible and adaptable to work environment and new initiatives
- Good mental and physical health
- Promote and practice respectful workplace policy

Responsibilities

- Oversees the operation of the Nutrition and Food Services Department including: resident food services, retail food services and clinical dietetics
- Human resource management pertaining to hiring and discipline procedures of department staff, orientation, training, performance appraisals, grievances and leave of absences including WCB return to work procedures

- Prepares staff schedules including posting of positions, granting of vacation and leave of absence requests
- Completes time card function of payroll
- In collaboration with the NFS leaderships team, develops the resident, retail services and special catering menus while keeping within the approved food cost budget
- Ensures standards for therapeutic and texture modified diets are provided for in menu preparation
- Negotiates purchasing arrangements for food and non-food items
- Coordinates strategic planning for the department including major department initiatives and projects
- Establishes and maintains department policies and continuous quality improvement indicators
- Prepares and submits month end financial and statistical reports
- Promote and practice respectful workplace policy