

Lambton County

Caring, Growing, Innovative

Nutrition Supervisor



Job Number:	J0617-0470
Job Title:	Nutrition Supervisor
Position Status:	Full Time
Union:	Non-Union
Division:	Long-Term Care
Facility:	Lambton Meadowview Villa
City:	Petrolia, Ontario, Canada
Number of Positions:	1
Hours of Work:	Monday to Friday, 8:30am to 4:30pm
Wage Rate:	\$36.21 - \$43.11/Hour
Date Posted:	June 19, 2017
Closing Date:	June 25, 2017
Starting Date:	July 17, 2017

The County of Lambton is an urban-rural area in southwestern Ontario that is home to over 126,000 residents. The Corporation's seven divisions operate programs and services for the residents of Lambton County such as land ambulance, provincial offences court, three Long-Term Care Homes, 26 library branches, two museums, an art gallery, archives, local roadways, public health services, housing services, social services, building services and planning and development services. Lambton County is a community dedicated to economic growth, environmental stewardship and an enhanced quality of life through the provision of responsive and efficient services and collaborative efforts with its municipal and community partners.

POSITION OVERVIEW

The Nutrition Supervisor position is responsible for developing, implementing, co-ordinating and evaluating the dietary services. This role ensures that a high standard of nutritional care is provided to meet the physical, emotional & social needs of the residents and that all standards are in compliance with the Ministry of Health, Public Health and all other regulatory agencies.

DUTIES AND RESPONSIBILITIES

Departmental Management:

- Plan menus to reflect Canada's Food Guide and resident preferences, including special diet in conjunction with the Supervisors from all three facilities and the dietician
- Work with dietician on diet care plans and nutritional assessments
- Responsible for ordering and maintaining supplies and equipment for the departments
- Participates in fire drills and safety measures involving all personnel
- Works in a team concept with staff in all sections of the home in order to ensure the needs of the residents are met
- Develop departmental goals and objectives surrounding Quality Assurance audits & reports, daily production sheets, resident menus and quantity recipes
- Order and procurement of food and non-food supplies and equipment; maintain a weekly inventory
- Ensure optimum nutritional care provided to residents by way of safe food handling, supplements and tube feeding
- Participate in Resident care conferences regarding diet counselling, resident charting, processing diet changes and nutrition profiles
- Maintain legal documentation regarding hydration, weights and food intake

- Initiate Resident nutrition profile and seating plan in dining room
- Co-ordinate daily tasks/achievements to ensure completion, accuracy & quality
- Maintain sanitation practices ensuring compliance with relevant legislations including Occupational Health and Safety Act, WHMIS etc.; monitor safety inspections, equipment start-ups, and production standards
- Maintain dialogue & contact with outside agencies including ladies auxiliary, family council, families, Ministry of Health, Ministry of Labour, Lambton Elderly Outreach and Public Health
- Perform administrative tasks such as memo writing, co-ordinating & chairing meetings, completing payroll and scheduling

Human Resources Management:

- Participate in the recruitment, selection, orientation, training and discipline of staff in conjunction with Administrator.
- Handle staff complaints, grievances and other labour disputes as they arise
- Undertake annual performance appraisal reviews of assigned staff

Budget/Finance:

- Recommend the operating budget for the department to the Administrator
- Monitor the department budget and report to the Administrator on a regular basis
- Assist in the monthly variance analysis and suggest corrective action to be taken to achieve budget targets
- Prepare a recap of all monies spent and received for resident and non-resident services on a monthly basis
- Prepare monthly and quarterly variance reports to justify and monitor spending
- Prepare billing on a monthly basis to non-resident services such as Lambton Elderly Outreach, Apartment, staff and visitor meals etc.
- Obtain quotes for equipment purchasing for the dietary department

General:

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by the incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

Supervision Requirements

Direct Supervision: Cooks, Dietary Aides

Indirect Supervision: None

Functional Authority: None

QUALIFICATIONS

Minimum Formal Education:

- 2 year college diploma in Food Service Management
- Must be eligible for membership in Ontario Food Services Supervisors Association (OFSSA)

Experience:

- 3 – 4 years experience in Food Services preferably in a supervisory role
- Demonstrated oral, written, presentation and reporting communication skills and capacities
- A good understanding of appropriate federal, provincial and municipal legislation and regulations related to the provision of long term care services

A valid Ontario driver's license and use of a vehicle.

[View Disclaimer](#)

The County of Lambton is an equal opportunity employer servicing our diverse communities. The County of Lambton is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. This information is available in an alternative format upon request, to accommodate individuals with a disability. Although we appreciate all applications, only those selected for an interview will be contacted.

Personal information required by this posting/advertisement is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1990, CHAPTER M.56, as amended. The treatment, storage and handling of personal information is governed by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, CHAPTER M.56, as amended and will be used in reviewing applications. Questions about this collection should be directed to the Corporate Manager, Human Resources, County of Lambton, 789 Broadway Street, Box 3000, Wyoming, Ontario N0N 1T0. Phone 519-845-0801 or Toll-free at 1-866-324-6912.

[Apply for this job](#)