



## PART-TIME NUTRITION SERVICES - INVENTORY CONTROLLER COMPETITION NO.: GM-2026-22



<b>Posting Date:</b>	June 30, 2026	<b>Closing Date:</b>	July 10, 2026
<b>Department:</b>	Golden Manor	<b>Hours per Week:</b>	18 hours weekly
<b>Benefits Entitlement:</b>	No	<b>Existing Position:</b>	No
<b>Pension Entitlement:</b>	Yes – Employer Matched Contributions	<b>NOC:</b>	14403
<b>Salary Level 103:</b>	\$38.70 - \$48.37 (2026)	<b>Union:</b>	Non-Union

**Interviews are tentatively scheduled for July 24, 2026. Further details (including time and location) will be provided to candidates selected for interviews.**

Reporting to the Clinical Administrative Dietitian, the Nutrition Services – Inventory Controller will monitor, track, and maintain inventory levels within the Nutrition Services Department at the Golden Manor. This position supports efficient food service operations through inventory management, ordering support, stock rotation, waste reduction, and departmental audits. The role helps ensure compliance with LTC regulations, food safety standards, and organizational policies.

The Nutrition Services – Inventory Controller is expected to support and promote resident-centered care; safety and quality improvement; respect and dignity; team collaboration; accountability and professionalism.

### **Duties:**

- Monitor and maintain food, beverage, and supply inventory levels
- Conduct regular inventory counts and reconcile discrepancies.
- Receive weekly food and supply deliveries and verify shipments against purchase orders and invoices
- Inspect incoming deliveries for accuracy, quality, proper temperatures, and damaged goods
- Restock food, beverages, supplements, disposables, and departmental supplies in designated storage areas
- Organize storage areas to maintain cleanliness, accessibility, and compliance standards
- Complete routine departmental audits
- Maintain accurate documentation and records for audits and inspections
- Enter inventory data into tracking systems or spreadsheets
- Prepare inventory and audit reports for management review
- Support budgeting and cost-control initiatives through accurate inventory tracking
- Participate in departmental meetings and quality improvement activities

### **Qualifications:**

- Minimum Grade 12 education required
- Previous experience in inventory control, food service, dietary, warehouse, or long-term care preferred
- Knowledge of food safety and sanitation practices
- Basic computer skills including Microsoft Excel, Word, and email.
- Experience with inventory management systems considered an asset.
- Strong organizational and time management skills.
- Ability to work independently and maintain accuracy with detailed tasks
- Current and clear Criminal Record Check with Vulnerable Sector Screen

### **How to Apply**

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **July 10, 2026**

**Via Email**     [human\\_resources@timmins.ca](mailto:human_resources@timmins.ca)

*The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.*

[www.timmins.ca](http://www.timmins.ca)  
[www.movetotimmins.ca](http://www.movetotimmins.ca)  
[\(705\) 264-1331](tel:(705)264-1331)