

**JOB POSTING DETAILS**

<b>Employer</b>	Cedarwood Lodge	<b>Job Type</b>	RI
<b>Job Title</b>	Food and Environmental Services Manager	<b>Duration</b>	Full Time
<b>Job ID</b>	11827	<b>Location</b>	Sault Ste. Marie
<b>Date Posted</b>	November 29, 2021	<b>Closing Date</b>	December 13, 2021

**Job Overview - Description & Duties**

## Responsibilities:

- Establishes the Food and Nutrition Services Mission including philosophy, the statement of purpose and the description of functions, which are congruent with the mission statement of the Home
- Provide a congenial, home-like atmosphere and menu, which recognizes the unique needs of the residents in regard to their nutritional needs, medical disabilities and ethno-cultural preferences.
- Attends and participates in resident care conferences, team meetings and other committees as requested.
- Supervises the daily activities of Dietary Services including the supervision of staff assigned to the area.
- Consults with the Administrator on all aspects concerning the foods and nutrition service to residents.
- Ensures that the nutrition care provided to residents is consistent with the plan developed by the Registered Dietician.
- Visits residents during mealtimes to monitor resident acceptability of food and communicates concerns to the Dietician.
- Monitors the food service to residents to ensure that all food handling practices meet guidelines for quality, safety, and sanitation.
- Completes RAI MDS low and moderate quarterly assessments.
- Directs the development and implementation of Continuous Quality Management activity for the Dietary Services program.
- Provides for routine, preventative and remedial maintenance and preventative and remedial housekeeping/laundry.
- Establishes work routines that include cleaning frequencies and schedule of cleaning, sensitive to resident's daily routines.
- Maintains a safe work environment.
- Develops, implements, and evaluates departmental policies and procedures.
- Maintaining cost control records.
- Manages a fire safety and disaster program for the housekeeping/laundry and maintenance department.
- Ensures all chemicals are in labeled containers and have the respective MSDS sheets.

**Required Skills**

## Qualifications:

- Diploma in Food Service Supervisor/Culinary Management from a recognized program
- Successfully completed course in housekeeping techniques and supervision
- One-year previous experience in Long-Term Care preferred
- Eligible for membership in the Ontario Food Service Supervisors Association
- Solid knowledge of therapeutics nutrition as it relates to the needs of the Long-Term Care population

**Other Requirements**

NA

**How to Apply**

Crystal Wright, Administrative Assistant  
 cwright@cedarwoodlodge.ca  
 705-450-5264 ext. 2002