

Food Services Supervisor

Regional Municipality of Durham – Services for Seniors and Long Term Care Division

Organization Background:

The Region of Durham's Long Term Care and Services for Seniors Division owns and operates four long term care homes: Fairview Lodge in Whitby, Hillsdale Estates and Hillsdale Terraces in Oshawa and Lakeview Manor in Beaverton.

Position Summary:

We are currently seeking a Food Services Supervisor. While the vacancy is currently located at Lakeview Manor in Beaverton, it is anticipated that it may be located at one of the other homes in future (i.e. Pickering, etc).

Qualifications:

- Successful completion of an approved diploma or degree in Food Service and Nutrition Management
- Current membership in good standing with the Canadian Society of Nutrition Management (CSNM) or the College of Dietitians of Ontario
- Minimum 2 years related supervisory experience in a unionized health care setting preferred
- Knowledge of general nutrition and therapeutic diets applicable to long term care, with preference given to those with recent experience completing nutritional quarterly reviews
- Working knowledge of all applicable standards and legislation pertaining to the provision of food and nutrition services in a long term care setting, including Food Premises Act, Fixing Long Term Care Homes Act, MOHLTC Program Standards, Occupational Health and Safety Act and Regulations, HACCAP and WHMIS
- Excellent interpersonal, written and verbal communication skills
- Demonstrated leadership and professionalism, with the ability to cultivate a respectful and bias-aware team culture
- Proficiency in MS Office applications
- Experience with Synergy MealSuite food service software and Point Click Care or other comparable software systems
- Ability to work weekends and statutory holidays

Major Responsibilities:

- Supervise and observe residents at meal time, charting intakes and relaying information to the Registered Dietitian as required
- Ensure adequate staffing of the Food Services Department by maintaining bi-weekly schedules and monitoring staff absenteeism
- Manage the day-to-day human resources of departmental staff, which includes hiring, evaluating, disciplining, training and coaching staff to ensure optimal performance and staff retention, and participate in onboarding and orientation of new staff
- Maintain an appropriate inventory of food and supplies to ensure optimal nutritional care and meet dietary compliance standards

- Develop and maintain seasonal, theme and special events menus in MealSuite aligning with Ministry of Long Term Care Dietary Compliance Standards, ethnic considerations and texture modifications to meet resident needs and preferences
- Manage recipes and production sheets in MealSuite and pull sheets, cooking plans and ordering templates with the food service distributors
- Assist the Director of Food Services with various quality assurance initiatives and audits within the department
- Assist with the development and monitoring of the departmental budget
- Work collaboratively within a multidisciplinary team in promoting timely and excellent service to residents and families
- Participate and represent the department on various committees, such as the Health and Safety Committee
- Ensure that all applicable legislation, Region of Durham policies and procedures and MOHLTC Standards are met in the department and assist with the development of policies and procedures as may be required
- Participate in the nutritional care process for long term care residents including, but not limited to, conducting initial diet histories, quarterly nutrition reviews and dietary referrals for residents at low and moderate nutrition risk
- Participate in annual care conferences with residents and families and keep families informed of residents' progress
- Complete the dietary component of the RAI-MDS tool for assigned residents

Salary:

- \$79,578 to \$99,473 per annum

Other:

The successful candidate will be required to provide a satisfactory Police Vulnerable Sector Check dated within two (2) months from date of hire. Additionally, tuberculosis screening will be required in accordance with the FLTC Act (O.Reg. 246/22). Proof of education, qualifications and any other job bona fide requirements will also be collected.

To Apply:

Interested candidates should submit a resume online at www.durham.ca. Applications should be submitted to Job ID 22166.

Deadline: October 9, 2025

We thank all applicants for their interest; however, due to the volume of applications received, only those selected to participate in the job competition process will be contacted.