



POSTING DATE: December 5, 2025
EXPIRY DATE: January 5, 2026

POSTING #: 2025-003

BENNETT VILLAGE – NOTICE OF VACANCY

POSITION: *Manager, Nutrition & Housekeeping Services
(Full Time)*

REPORTS TO: *Chief Executive Officer*

LOCATION: *1 Princess Anne Drive, Georgetown, Ontario*

POSITION SUMMARY: *Bennett Village is seeking an experienced and resident-focused Manager of Nutrition & Housekeeping Services to provide leadership and oversight to both the Dietary and Environmental Services departments. The Manager is accountable for ensuring high-quality dining experiences, safe food service practices, and a clean, safe, and welcoming environment for 66 residents at Bennett Village.*

Through strong team leadership, excellent resource management, and commitment to regulatory compliance, the Manager ensures all services exceed legislative requirements and support the home's mission of delivering exceptional resident-centred care.

DATE REQUIRED: *January 31, 2026*

KEY RESPONSIBILITIES:

Leadership & Operations

- Provides overall management of dietary and housekeeping operations, including staff supervision, scheduling, coaching, and performance evaluations.
- Ensures adherence to the Fixing Long-Term Care Act, 2021, Public Health regulations, IPAC standards, and organizational policies.
- Oversees sanitation, environmental cleaning schedules, infection prevention practices, and quality assurance audits.

Resident Experience

- Ensures a pleasurable, dignified, and person-centred dining experience for all residents.
- Supports menu planning, texture modification (IDDSI), therapeutic diets, and individualized nutritional needs.
- Collaborates with interdisciplinary team members, residents, and families to continuously enhance quality of life.

☐ **Bennett Centre Long Term Care**

T (905) 873-0115 • F (905) 873-1403
1 Princess Anne Dr., Georgetown, ON L7G 2B8

☐ **The Gallery Active Living**

T (905) 877-8600 • F (905) 877-8980
200 Halton Hills Dr., Georgetown, ON L7G 0C4

BennettVillage.ca

Financial & Administrative Management

- Develops, monitors, and manages departmental budgets, including food purchasing and housekeeping supplies.
- Ensures cost-effective procurement and inventory control while maintaining high service quality.
- Ensures accurate documentation and reporting, including PCC entries, audits, inspections, and quality improvement plans.

Compliance & Continuous Improvement

- Prepares for and participates in Ministry inspections, audits, and accreditation processes.
- Identifies, investigates, and resolves service issues, developing improvement plans where required.
- Promotes a culture of safety, teamwork, and continuous learning within both departments.

QUALIFICATIONS:**Education & Certifications**

- Certified Food Service Supervisor / Nutrition Manager, with recognized governing body credentials.
- Current member in good standing with the Canadian Society of Nutrition Management (CSNM).
- Completion of the Certified Environmental Housekeeper (CEH) program or equivalent (asset).
- Valid Food Handler Certification.

Experience & Knowledge

- Minimum three (3) years of management experience in dietary or hospitality services within a long-term care or similar health-care setting.
- Demonstrated experience in large-volume food service, menu planning, and therapeutic diet support.
- Knowledge of Ontario Food Premises Regulation, Canada's Food Guide, IDDSI standards, and the Fixing Long-Term Care Act, 2021.
- Experience with environmental services best practices, housekeeping standards, and IPAC protocols.
- Knowledge of PointClickCare (PCC) is an asset.

Skills & Abilities

- Strong leadership, coaching, and team-building skills.
- Excellent verbal and written communication abilities.
- Strong organizational, analytical, and problem-solving skills.
- Experience with labour relations is an asset.
- Proficiency in Microsoft Excel, Word, Outlook, and financial budgeting tools.
- Ability to adapt to evolving care practices and regulatory changes.

Additional Requirements

- Successful completion of a Vulnerable Sector Police Check.
- Proof of immunizations as per provincial requirements.

COMPENSATION:

We offer an excellent compensation and benefits package designed to attract high-calibre candidates. Salary will commensurate with experience and aligned with sector standards.

HOW TO APPLY:

Please submit your resume and cover letter by visiting the Careers page at www.bennettvillage.ca, or send your application to our Executive Support Specialist at fmancini@bennettvillage.ca Applications may also be dropped off in person at Bennett Centre's reception desk.

ACCESSIBILITY & EMPLOYMENT EQUITY

Bennett Village is an equal opportunity employer committed to creating a respectful, accessible, and inclusive workplace. Upon request, accommodation will be provided throughout the hiring process to applicants with disabilities. If you require accommodation during the application, interview, or selection stages, please contact Human Resources for assistance.