



THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY
NUTRITIONAL SUPERVISOR (PERMANENT, FULL-TIME)
HJ MCFARLAND MEMORIAL HOME
FILE #: 2025-79

The Human Resources Department is currently accepting applications for the permanent full-time position of Nutritional Supervisor at HJ McFarland Memorial Home. This position is responsible for organizing, planning and scheduling of the activities required to operate a nutritional care program and meet the dietary needs of the residents, including achieving the goals and objectives set forth in the Mission Statement of the Home.

The ideal candidate will possess the following qualifications:

- Minimum grade 12 education or equivalent with post-secondary education in Food Service and Nutrition Management or related field and/or experience in the operation of healthcare or food services management, specifically in a long-term care setting.
- Active member in good standing with the Canadian Society of Nutrition Management (CSNM).
- Related experience within a supervisory role; experience within a unionized work environment preferred
- Knowledge of the fundamentals of planning and coordinating nutritional services in long-term care including food preparation, handling and storage regulations, nutrition principles and menu planning.
- Demonstrated knowledge of all applicable legislation and regulations related to nutritional standards, as well as an understanding of policies and legislation affecting municipal government that impact functioning in the role.
- Excellent interpersonal skills with the ability to effectively communicate and work collaboratively with a multi-disciplinary team, residents, family members and other groups
- Ability to work with minimal supervision, strong organizational and time management skills with the ability to multi-task and manage competing priorities and undertake self-directed tasks.
- Proficient in Microsoft Office applications, web applications, and other related software; Point Click Care and RAI MDS software experience would be considered an asset.
- Must hold a valid Class "G" Ontario driver's license.
- Willingness to provide proof of a negative result from a 2-Step TB Skin test.
- Current satisfactory Vulnerable Sector Screening Check.

The current salary range for this position is \$92,283.09 to \$129,218.61. Compensation also includes a competitive benefit package and membership in OMERS, a defined benefit pension plan. Please direct your application prior to **4:00 pm on December 19, 2025**, to careers@pecounty.on.ca

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with The Municipal Act and The Municipal Freedom of Information and Protection of Privacy Act and shall only be used in the selection of a suitable candidate.