



Nutrition Services Manager

Fairhaven LTC

Organization Background:

Fairhaven is in the heart of the Kawartha's, a beautiful place to live and work, surrounded by natural beauty and a mere 90 minutes north-east of Toronto. Fairhaven is proud to be one of the leading-edge Long-Term Care homes in Ontario offering an exciting opportunity within our management team. We are seeking an experienced Nutritional Services Manager to join our compassionate, caring, and forward-thinking group of professionals. Fairhaven offers an extraordinary, dedicated, and considerate work environment that demonstrates core values while offering excellence in healthcare with a primary overall focus of on enhancing the quality lives of our residents each day.

Fairhaven is committed to providing a positive and healthy work culture through consistent collaboration, open communication, along with professional development opportunities throughout our organization empowering staff to grow and succeed in their roles. Competitive compensation, Extended Health Benefits, OMERS Pension, Employee Assistance Program and much more, further add to making this position ideal for an exceptional Nutritional Service Manager.

Position Summary:

Reporting to the Director of Operations, the Nutrition Services Manager oversees the day-to-day functions of the Nutrition Services department. The Manager of Nutrition Services, in collaboration with the Registered Dietitian and Nutrition Services Supervisor, is responsible for overseeing the incorporation of resident care planning with food production and service protocols to ensure that individual resident care needs are met. These responsibilities shall be carried out in accordance with Fairhaven's mission, vision, values and leadership philosophy, policies and procedures, collective agreements and applicable legislation and regulations. This leadership role plays a vital part in ensuring high-quality service, regulatory compliance, and a positive team culture.

The Nutrition Services Manager is responsible for overseeing the daily activities of the Nutrition Services Supervisor and Registered Dietitian.

Qualifications:

- Diploma or Degree in Food Service Management from an accredited institution

- Current Canadian Society of Nutrition Management (CSNM) membership
- Experience in long-term care dietary departments and quantity food production and service
- General knowledge of nutrition/nutrition assessment and care and basic knowledge of therapeutic diets
- Demonstrated ability to manage/supervise employees effectively and deal with labour relations matters
- Knowledge of health and safety, infection control, safety standards for food production and service areas
- Knowledge of government legislation in the areas of Long-Term Care, labour, health, and safety, employment, and human rights
- Education or experience in gerontology
- Strong communication, leadership, conflict-resolution, and problem-solving skills
- Proficiency with word processing and financial systems
- Ability to meet the physical requirements of the role

Major Responsibilities:

- Participate in annual strategic planning and set departmental goals.
- Oversee daily activities of the Nutrition Services Supervisor and Registered Dietitian.
- Maintain efficiency, order, and compliance with the CUPE collective agreement.
- Lead departmental budgeting and support cost-effective, high-quality programs.
- Ensure compliance with the Ministry of Long-Term Care regulations.
- Attend resident care conferences and support individualized care plans.
- Prepare monthly departmental reports and keep policies and procedures current.
- Maintain a Quality Improvement program and participate in home-wide initiatives.
- Participate in any function or capacity which may be required in the event of an emergency or disaster situation involving the home.
- Chair the Food Committee and participate in committees as needed.
- Coordinate student work placements and provide mentorship.
- Hire staff, ensure credentials are up to date, manage schedules, and conduct performance evaluations.
- Support staff training, home-wide education, and the Attendance Support Program.

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- Promote a strong health and safety culture and work with HR on return-to-work planning and workplace concerns.
- Collaborate with the Registered Dietitian and other departments on resident nutritional needs.
- Participate in the on-call manager rotation and provide vacation coverage for the Supervisor and Registered Dietitian.
- Perform additional duties as assigned.

This role involves working in a dynamic environment with varying demands, including exposure to cleaning agents and communicable diseases, managing conflict, and interacting with residents with changing health conditions.

Salary: \$90,000 - \$95,000

To Apply: Interested candidates are invited to submit their resume and cover letter to careers@fairhavenltc.com

Deadline: March 30

We appreciate all applications; however, only those candidates selected for an interview will be contacted. Please note employment with Fairhaven will be contingent on receipt of a police and vulnerable sector screening free of criminal activities and satisfactory to Fairhaven's screening policy. Fairhaven is an equal opportunity employer; accommodation will be provided in accordance with the Ontario Human Rights Code.

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