



JOB POSTING #39-19TL MANAGER OF SUPPORT SERVICES TERRACE LODGE

Posting Date: February 19, 2019

The County of Elgin, Homes and Senior Services has an exciting career opportunity for (1) **Full-Time Manager of Support Services** position at Terrace Lodge in Aylmer, ON (near St. Thomas, ON). The MSS is responsible for ensuring the proper preparation and service of food for residents, clients and visitors of the Home. The MSS also ensures housekeeping and laundry services for the residents of the home are provided in a manner that adheres to industry standards and requirements.

Key Responsibilities:

- Supervises all staff in the Dietary, Housekeeping/Laundry departments.
- Hires, orientates, trains, directs, provides guidance, counselling, performance evaluations, discipline and/or termination of staff.
- Upholds, promotes and ensures compliance of all staff to County policies, procedures, MOHLTC requirements, legislative obligations, including the LTCH Act, Ontario Regulation 79/10, OHSA and collective agreements.
- Establishes and maintains contacts with suppliers and vendors
- Consults with the Dietitian and participates in the development of therapeutic menus
- Completes MDS-RAI coding, nutritional assessments and nutritional quarterly reviews
- Responsible for the catering of special functions
- Participates in Manager on-call responsibilities for the Home(s).
- Supervises special events at the Home(s) that may occur outside of regular business hours.
- Provides input, monitors and is accountable to maintain operational and capital budgets.
- Actively participates in the Continuous Quality Improvement (CQI) team meetings and the development, implementation and evaluation of the Home's annual Quality Improvement Plan (QIP); and preparation for MOHLTC compliance inspections.

Qualifications:

- Membership with the Canadian Society of Nutrition Management or current certification as a Registered Dietitian is mandatory.
- Three (3) years current related managerial experience in food service, housekeeping/laundry management. Knowledge of Food Premise Act, Ontario Health Regulations, Occupational Health and Safety Act, Ontario Regulation 79/10, Long-Term Care Act, 2007, as well as Accreditation is required.
- Graduate of a post secondary program in food and nutritional management (recognized by the Canadian Society of Nutrition Management and Dietitian's of Canada). Post secondary education related to environmental services is preferred.
- Working knowledge of Microsoft Office applications, including Word, Excel, Outlook and PowerPoint.
- Working knowledge of MDS-RAI and Point Click Care
- Effective and professional interpersonal, organizational and communication skills.

Remuneration: \$38.16 - \$44.63 per hour (2018 Rate)

Effective: April 2019

Application Deadline: **Tuesday, March 5, 2019**

To be considered, please submit your cover letter and resume (in one PDF or Word file) to: jobs@elgin.ca. Job posting # must be indicated in the subject line. Incorrect information may result in withdrawal of your application. Confirmation will be sent upon receipt of your email application.

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.