

Eastholme – Home for the Aged

JOB DESCRIPTION



Position Title: Assistant Dietary Manager	Reports to (Direct): Manager, Food & Nutrition
Department: Food & Nutrition	Classification: Management/ Non-union staff
Salary Range: \$25.42 - \$27.42 per hour	Hours per Week (regularly scheduled): 40 hours per week
Effective Date: June 17, 2003	Revision Date: July 11, 2022

Position Synopsis and Purpose

(An overview of the job and how it connects to the big picture)

Under the direction of the Manager Food & Nutrition, the Assistant Dietary Manager is responsible for assisting in the operation and management of the Dietary department which includes the supervision of staff and food production operations, while ensuring the Home maintains nutritional standards and functions to ensure quality of services for residents.

Major Responsibilities (include but are not limited to):

(What does this job do and how is the time allocated)

All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

- Assist in the organization and management of the dietary department including departmental budgets, inventory control, price comparisons menu planning and production.
- Develop seasonal menus making menu alterations when special occasions arise (e.g., Mother's Day).
- Post weekly menu and therapeutic menus for all wings and serveries of the Home.
 - Collect and record relevant information from therapeutic menus into the *Cook's Production* book.
- Update dessert and special diet lists and each floor's seating plan and breakfast preferences as required.
- Maintain recipe book in order and up to date.
- Assist in the supervision of staff including recruitment, scheduling, and performance management.
- Make rounds in the dining rooms to become familiar with residents and to offer supervisory presence and support to staff.
- Hold or assist in monthly meetings with staff for open discussion and information exchange. Record minutes of these meetings.
- Assist in preparation of policy and procedures and updating of manuals for staff reference.
- Assist in developing sound business relationships with suppliers, including researching prices and ensuring the best options are being provided to the Home.
- Prepare and submit weekly food orders to approved suppliers; organize additional purchasing for residents' special requests, as required.
- Receive, and account for food deliveries.
- Ongoing organization of food storage areas to ensure easy accessibility for staff.
- Restock fridges and freezers to provide for the Cook's immediate and short-range needs.
- Post, gather and file monthly temperature charts and cleaning schedules.
- When required, or in the event of an emergency, this role will:
 - Assume full responsibility for the management of the department.

- Prepare food for residents and guests, serve meals, clean equipment, and work areas in the dietary department.
- Comply with and ensure staff comply with the Fire, Health and Safety Regulations and attain proficiency in the methods of sounding the fire alarm, fire evacuation procedures, proper use of fire extinguishing equipment and other procedures designed to ensure the security and protection of Residents.
- Maintain effective relationships with other public bodies, Residents and families of Residents.
- Work in compliance with the Occupational Health & Safety Act, practicing and promoting safe working habits, performing duties in a safe manner and follow all relevant policies, procedures and legislation. This shall include wearing appropriate PPE as required.
- Maintain confidentiality in accordance with all applicable privacy and protection legislation.
- Perform other related duties as required

Skills, Experience and Qualifications:

(What an applicant is expected to bring to the role in terms of Education (Degree/ diploma/ certifications) Experience, Knowledge, Skill, and Ability)

- Diploma in Food and Nutrition Management from a recognized program
- Member in good standing with the Ontario Society of Nutrition Management
- Previous experience in a long-term care or healthcare dietary setting is an asset
- Solid understanding of food preparation and therapeutic nutrition/ diets as it relates to the needs of the long-term care population
- Sound knowledge of dietary equipment, kitchen operating procedures and food storage and safekeeping
- Excellent interpersonal skills coupled with a genuine interest in the care of the Residents.
- Must be flexible and willing to respond to the needs of others.
- Ability to work as a team member who is a part of the multidisciplinary approach to the overall care of the long-term care residents.
- Self-directed with strong organizational, initiative, and problem-solving skills.
- Must be able to work flexible hours, including weekends.
- Experience and comfort with supervising staff and resources are skills considered to be assets.
- Must provide a complete and current (within six months) Vulnerable Sector Check (including a Criminal Background Check) or be willing to obtain one
- Must be willing to obtain any and all required immunizations as set out by legislation or regulations

Scope of Duties & Initiative Required:

(What decisions will this role be responsible for, what issues or situations will they be dealing with on a regular basis, how do they use their judgment and when do they need to escalate to a supervisor for direction or resolution?)

The duties of the Assistant Manager are somewhat varied and involve knowledge of all functions of the Dietary department. The Assistant Manager will proceed with his/ her duties as required and analyze facts to determine proper actions to take.

The general objectives of this role are established by a higher management authority but the incumbent will select the best methods to accomplish the tasks in the most efficient manner, and will consult with the Manager on unusual situations where no past practice is available for reference or if clarification or deviation from policy is required.

Financial Responsibilities:

(What responsibility or accountability will this role have for budgets, spending, etc.)

The Assistant Manager assists with preparation and adherence to the department budget and has the authority to purchase from approved suppliers/ vendors, within established limits. The Assistant Manager will have responsibilities related to inventory control, conducting price comparisons and some supplier negotiations and will help to plan and produce menus within established spending limits.

Leadership, Supervision and Functional Advice:

(Who will this role have responsibility or accountability to oversee, coordinate the work of, or provide functional guidance to)

This role is responsible for day-to-day supervision of Dietary team members (cooks, dietary aides, students, general help) which includes assigning, coordinating and checking the work of a number of employees as a group leader. Discipline will not be issued by this role without first consulting with the Manager or Administrator.

Communication and Influence:

(Description of the nature of people interactions)

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Internal:

This role communicates internally with members of the management team and staff personnel in all departments of the Home for the purposes of providing and receiving information. Communication with Residents will also take place on a constant basis.

External:

The Assistant Manager communicates with suppliers/ vendors on a weekly basis, Dietary management staff at other long-term care facilities, Resident family members, etc.

Work Conditions/Physical/Mental Effort**Frequency Legend****Constant** – every day for most of the day**Frequent** – daily**Regular** – weekly**Occasional** – bi-weekly to monthly**1. Hours of Work** (check all boxes that will apply to the **typical** hours of work for this job)

Regular (830 AM – 430 PM)	<input checked="" type="checkbox"/>
Day Shift (600 AM – 200 PM)	<input checked="" type="checkbox"/>
Evening Shift (200PM – 1000 PM or 230 PM to 1000 PM)	<input checked="" type="checkbox"/>
Night Shift (1000 PM – 600 AM)	<input type="checkbox"/>
Weekdays (Monday to Friday)	<input checked="" type="checkbox"/>
Weekends (Saturday/ Sunday)	<input checked="" type="checkbox"/>
Statutory Holidays	<input checked="" type="checkbox"/>
On-Call (How often? Expand below): Participates in the rotational on-call schedule – on-call every other weekend	<input checked="" type="checkbox"/>
Over-time (How often? Expand below):	<input type="checkbox"/>

**** Management roles acknowledge and agree that the Home is a 24/7 operation, and as such, may be required to work shifts (outside of the Regular shift) and/ or weekends and statutory holidays to ensure onsite management support to the staff and residents.**

2. Work Environment

	Constant	Frequent	Regular	Occasional
Indoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attend internal/external meetings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency of interruptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with irate/aggressive individuals (residents, family members, employees)/ exposure to emotionally charged situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Multiple time demands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disease/ Infection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dirt, Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Physical Violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emotional Abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles or equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Standing • Sitting • Walking • Climbing • Repetitive movement (i.e., keyboarding) 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Requirement to lift objects up to 20 lbs/kgs:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing and/or pulling objects to complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PPE worn on a regular basis (list type):				
<ul style="list-style-type: none"> • Mask 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Types of tools used (list type):				
<ul style="list-style-type: none"> • computer • variety of kitchen equipment 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual effort required on a concentrated basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Requirement to listen attentively	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to Detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Position Classification

(Where this position fits with the rest of the organization – Organizational Chart with up/down reporting relationships)

