
WE ARE HIRING!

Food Services Administrator

Job Posting: DAL.23.01

Hours of Work: Temporary Mon – Fri 8:30a – 4:30p (Weekend and holidays may be required), 75 hours biweekly.

Job Description:

The Food Services Administrator is responsible for the day-to-day management of food services and will be responsible for the planning, management, and delivery of such services. The position will be responsible to ensure quality services that meet the needs of the clientele. Ensure compliance with all health and safety regulations by ensuring adherence to all sanitary and safe food handling guidelines at all times.

Responsibilities include but are not limited to:

1. Developing and implementing annual program goals, strategies, and budget in consultation with the Director of Care.
2. Ensuring that the department adheres to provincial, legislative, and Public Health guidelines (e.g.: infection control procedures/WSIB).
3. Implementing all processes and teaching staff as required.
4. Ensuring dietary needs for clients are being met.
5. Monitoring food orders for weekly delivery.
6. Ensure inventory is maintained in the kitchen operations.
7. Ensuring food temperatures are checked and recorded on established forms.
8. Setting schedules for kitchen staff at Designated Assisted Living (DAL) sites.
9. Coaching, providing performance management, and performance appraisals to staff in collaboration with the Director of Care.
10. Liaising with families, guardians, professionals, and other members of the client's support network. Communicate information to other team members.
11. Developing services to increase revenue such as catering.
12. Participating in planning and delivery of special facility events
13. Participating in the recruitment of Food Services staff.
14. Developing and maintaining positive public relations and representing the Excel Society in a professional manner at all times.

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15. Performing emergency on-call duties.
 16. Developing menus and ensuring clients follow diet plans.
 17. Ensuring that licensing and inspections are up to date.

Working Conditions/Physical Demands:

1. Kitchen environment with hot/cold temperatures and noise.
2. Dealing with behaviours of concern.
3. Lifting up to a minimum of 25 pounds.
4. Frequent sitting, squatting, bending, waling, and lifting.
5. Working in fast pace environment with tight deadlines.

Requirements:

1. Diploma in Culinary Arts from a recognized institution, completion of a Journeyman's certificate in professional cooking, and Interprovincial Red Seal preferred Management Experience.
2. Maintain certification in First Aid and CPR.
3. Excellent and effective communication, planning, and organizational skills.
4. Supervisory experience in Food Service in an assisted living or long-term care facilities.
5. Professional and confidential in all aspects of the position.
6. Working knowledge of Supportive Living Industry or related field.
7. Knowledge and experience working with persons with disabilities an asset.
8. Working knowledge of Microsoft applications.
9. Satisfactory criminal record check.
10. Ability to work independently and in a team environment.

Commencement Date: ASAP

Closing date of competition: Until filled

How to apply: Send a cover letter and resume to careers@excelsociety.org.

Salary/Wage: Based on education and experience from \$56,000 - \$59,000.

Only applicants being considered for the before mentioned vacancies will be contacted.

About Excel Society:

The Excel Society cares about people, and we want people who come to the Excel Society to feel accepted, valued, cared for and connected to a meaningful community of support. We house, support, and enrich the lives of people with disabilities and complex mental health needs because it is the right thing to do, and we have what it takes to safely provide exceptional care.

Our vision:

Excel Society is at the forefront of everyday excellence and innovation in Community Living and Supportive Services.

Our mission:

Excel Society is committed to providing exceptional care through meaningful engagement and adherence to the highest standards of quality, safety, and service excellence.

Our values:

People - We care about the people we serve, our teams and their families, and the broader community.

Integrity - We do what is right.

Excellence - We safely achieve superior results.

Creativity - We nurture personal expression, innovation, and resourcefulness.

Collaboration - We work together.

Conflict of interest:

Please be advised that the Conflict of Interest Policy prohibits employees from hiring, supervising or reporting to, directly or indirectly via the reporting hierarchy, their immediate family or close personal relations. Should you feel that you may be in an actual or potential Conflict of Interest in regard to this job opportunity, you must communicate with the designated Human Resources representative.

Important message:

Your application must clearly demonstrate how you meet the requirements as Excel Society cannot make assumptions about your education and experience. While we truly appreciate your interest in developing your career with the Excel Society, only those selected for further consideration will be contacted.