



As a fully accredited, progressive health care organization, Geraldton District Hospital is committed to providing high quality services to residents of Greenstone and surrounding First Nations communities. With 23 acute care beds, 26 long-term care beds, a 24-hour emergency department and a heliport, Geraldton District Hospital provides an array of services, including clinical nutrition, diagnostic imaging, laboratory, outreach chemotherapy, rehabilitation social work and telemedicine. For more information about Geraldton District Hospital, visit www.geraldtondh.com

Support Services Supervisor (Permanent Full Time Position) **Expression of Interest**

The Support Services Supervisor role at Geraldton District Hospital will be vacated in May 2020. This position requires a **Food Service and Nutrition Management Diploma**, a 2-year online program. We are currently seeking expressions of interest for the position, and will support potential candidates, including financial assistance, to obtain the necessary certifications for the position.

The Support Services Supervisor is responsible for the day-to-day activities of the support services areas including food services, housekeeping, and laundry.
The role contributes to the overall image of the facility by maintaining the highest possible standards and excellence in customer service.

Responsibilities:

- Direct work and activities of the food services, housekeeping, and laundry staff.
- Implement, maintain, and evaluate food safety and sanitation standards.
- Procure food, equipment and supplies based on established specification and ensure proper receiving and storage
- Assists in the development of the operating budget for the areas including capital replacements, renovations, staffing and supplies.
- Participates in the planning and coordination of preventative maintenance activities.
- Liaison with outside regulatory agencies as required.
- Maintain all relevant documents as per Hospital policies and procedures.
- Ensure all quality improvement and risk management activities are completed in accordance with regulations and hospital standards.
- Ensure an esthetic environment for visitors, staff, patients and residents through ongoing evaluation and planning for physical space enhancements and food services.
- Recruit, train, and schedule required staff and complete all required payroll documentation in a timely manner.
- Perform regular evaluations on all staff and maintain appropriate documentation.
- Monitor department supplies through product usage and implementing appropriate inventory management processes.

- Ensure best practice for environmental cleaning and laundering according to PIDAC
- Ensure compliance with all government legislation, including but not limited to, Public Hospitals Act, Long-Term Care Act, Occupational Health and Safety, Workers Safety and Insurance Act, Employment Standards Act, Human Rights and Labour Laws.
- Ensure the implementation of Hospital operational standards and best practices in each area of responsibility.
- Direct retail operations including cafeteria services and catering.
- Participates in menu planning/review process with Clinical Dietitian in collaboration with the Production Cooks.

Qualifications:

- Food Services Supervisor/Nutrition Manager certification/diploma from a recognized program.
- OHA Environmental Services certificate, or willing to obtain.
- Current membership with the Canadian Society of Nutrition Management.
- Bilingualism in both official languages is an asset.
- Knowledge and understanding of the Indigenous cultures/languages is an asset.
- Sound understanding of basic principles of nutrition, sanitation, cost containment and customer services.
- Sound understanding of infection control principles and practices.
- A minimum of three years relevant supervisory/management experience in a health care facility.

Geraldton District Hospital is committed to workplace diversity and provides accommodations to applicants upon request.

If you interested in learning more about this opportunity, please inquire at:

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