Manoir North Centennial Manor Inc.

Manager of Support Services / Nutrition Manager

Department: Support Services
Reports To: Administrator
Status: Full-Time / Non-Union Position
Hours: 37.5 / week
Salary: $70,004.95 to $77,272.37
Effective Date: As soon as possible

Position Summary
Reporting to the Administrator, the Manager of Support Services / Nutrition Manager is responsible for the comprehensive management, coordination, supervision and evaluation of the Home's support service operations, including dietary services, housekeeping, laundry and maintenance.

The position combines responsibility for nutritional care and dietary services with the management of environmental services, linen and laundry operations, building maintenance, equipment, grounds and related operational requirements.

Qualifications and Experience
- Education, training and experience relevant to nutrition management, dietary services, environmental services, facilities management or healthcare operations.
- Is an active member of the Canadian Society of Nutrition Management or a registered dietitian. O. Reg. 66/23, s. 17 (1).
- Demonstrated management or supervisory experience in long-term care, healthcare, institutional food services or a comparable environment.
- Strong leadership, organizational, communication, decision-making and problem-solving skills.
- Ability to manage multiple operational priorities while maintaining regulatory compliance and resident-centered service delivery.

Key Responsibilities
- Plan, organize, direct and evaluate the operations of dietary services, housekeeping, laundry and maintenance.
- Lead the Home's nutritional care and dietary services program in accordance with Ontario Regulation 246/22 and applicable organizational policies.
- Ensure the Home meets the applicable requirements for a Nutrition Manager under Section 81, including professional membership or registration requirements and any applicable statutory exceptions.
- Ensure the required minimum weekly hours are spent on site working in the capacity of Nutrition Manager, exclusive of time devoted to other responsibilities.

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Notre Cœur est en Notre Foyer
Our Heart is in Our Home

- Maintain records to demonstrate compliance with the required nutrition manager hours.
- Plan, coordinate and oversee menu implementation in collaboration with registered dietitians and other appropriate healthcare professionals.
- Oversee housekeeping operations to ensure the Home remains clean, sanitary, safe and comfortable for residents, staff and visitors.
- Oversee the collection, sorting, laundering, handling, storage and distribution of resident clothing, linens and facility laundry.
- Oversee the maintenance and upkeep of the Home's building, grounds, equipment and associated systems.
- Coordinate preventive maintenance schedules, inspections, repairs and corrective maintenance activities.
- Coordinate contractors, external service providers and maintenance projects as authorized.
- Supervise and provide leadership to staff within assigned support service departments.

To Apply:
Please send your resume with *Manager of Support Services / Nutrition Manager* in the subject line to:
Mylène Desjardins @: **hr@ncmanor.com**
Deadline: *Open until position is filled.*

****The successful applicant will be required to provide a Vulnerable Sector Police Record Check and proof of immunization****

Accessibility accommodations are available upon request to ensure support throughout the recruitment process, employee onboarding, and employment experience. Please do not hesitate to ask should you require any accommodations.

We thank all applicants for their interest. Please note that only candidates whose qualifications and experience match the required skills for the position will be selected and contacted for an interview.