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SECTION HEAD DIETETICS DEPARTMENT

STATUS: Recall List / Availability List
[Day/Evening and Week-ends]

DEPARTMENT: Dietetics Department

NATURE OF THE FUNCTION:

Under the authority of the Chief of Production and Distribution division, the incumbent assists in the planning, organizing, and controlling of the activities in Food Service. The incumbent directly supervises personnel engaged in all Food Service activities. The incumbent participates in professional practice for dietetic interns and technicians.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Supervises Food Service staff and applies disciplinary measures as needed.
- Coordinates and organizes distribution of meals, nourishments and water to patients.
- Supervises activities related to food preparation.
- Checks all beltline stations prior to tray assembly and ensures proper serving techniques, portion sizes and food quality.
- Plans scheduling needs of Food Service department.
- Prepares payroll for Food Service staff..
- Monitors inventory of food, dishware/cleaning supplies and places orders as needed.
- Conducts interviews and hires staff.
- Performs staff evaluations.
- Coordinates equipment repairs with Technical Services.
- Ensures adherence to sanitation /safety standards and Kosher food laws.
- Participates in training of dietetic/technical stagiaires.
- Participates in projects/committees.
- Updates policies and procedures.
- Is alert to potential safety risks and takes initiative to correct these when necessary.
- Is liaison with Housekeeping department for all cleaning and sanitation issues.

JOB QUALIFICATIONS AND REQUIREMENTS:

- DEC in Dietetics/restaurant management or equivalent.
- Is computer literate.
- Minimum one year of pertinent experience.
- Bilingual: French and English
- Is autonomous.
- Shows interest in learning and improving.

Interested applicants must submit an up to date Curriculum Vitae by applying to the Recruitment Division by the posting deadline; **2010-03-22**. Apply on-line at www.jgh.ca/career