UNION JOB DESCRIPTION

JD5163

JOB TITLE:	Food Services Team Lead	**JOB DESCRIPTION NO.:**	5163
CLASSIFICATION:	Unlisted Classification	**GRID/PAY LEVEL:**	F 23
COLLECTIVE AGREEMENT:	Facilities Subsector	**HSCIS NO.:**	20999
UNION:	HEU; BCGEU	**JOB/CLASS CODE:**	40725
PROGRAM/DEPARTMENT:	General Support Services	**BENCHMARKS (If Applicable):**	20999
REPORTING TO:	Manager or designate		
FACILITY/SITE:	HEU: Gorge Road Hospital; The Priory Hospital; Aberdeen Hospital; Saanich Peninsula Hospital; Glengarry Hospital; Royal Jubilee Hospital; Victoria General Hospital; Trillium Lodge; North Island Hospital (Comox Valley Campus; Campbell River & District); Nanaimo Regional General Hospital; Dufferin Place, Yucalta Lodge; Cowichan District Hospital (Quw'utsun Valley Hospital); Cumberland Lodge; Eagle Park; Chemainus Health Care Centre; West Coast General Hospital; Cowichan Lodge; Cairnsmore Place; BCGEU: The Summit at Quadra Village		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager or designate, and utilizing a variety of computerized applications, the Food Services Team Lead is responsible for overseeing and participating in the delivery of food services to patients, residents, customers and clients; supervises Cook I, Cook II and other designated staff for a multi-site organization; and maintains supplies, ensuring safety, quality and sanitation standards are met.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises designated staff by coordinating work assignments, arranging vacations, maintaining staff records, evaluating employee performance, maintaining department standards and procedures, determining related training and orientation requirements, organizing and conducting staff meetings. Reports significant concerns regarding employee performance to the Manager or designate. Oversees and updates standards, duty lists and procedures as assigned.

2. Ensures effective staffing planning by monitoring the scheduling of work assignments for staff and identifying utilization issues and participating in the recruitment and selection of staff, as required. Recognizes and resolves most issues independently. Maintains timekeeping records and allocates relief staff to meet staffing requirements in conjunction with the Staffing office.

3. Ensures food handling and preparation is conducted in accordance with established practices and procedures and legislated standards, e.g. food safety plan, Hazard Analysis and Critical Control Points (HACCP) guidelines, food texturing guidelines; and ensures that food and supplies are handled, stored and maintained safely and efficiently, including maintenance of equipment operating and cleaning standards, audit documents, food rotations and leftovers to minimize risk, spoilage and waste.

4. Estimates requirements for food and related supplies. Coordinates and implements the ordering and receiving of supplies, including resolving discrepancies with suppliers.

5. Arranges for the periodic maintenance and repair of equipment. Completes work orders for routine repairs and servicing, and makes recommendations for purchase/replacement or major repairs.

6. Communicates and interprets regulations and standards to staff to ensure compliance with Worksafe BC, including maintaining records of current Safety Data Sheets and compliance with Workplace Hazardous Material Information System and all related training documentation.

7. Cooperates and collaborates with the Occupational Health & Safety Committee by performing regular workplace inspections, investigating injuries and completing related documentation. Participates in return to work, fire prevention and disaster plans as required by the employer.

8. Participates in Quality Improvement by conducting audits and satisfaction surveys, completing appropriate reports, providing feedback, identifying and following up on action plan/risk factors, and making recommendations for improvements to the menu or managing of the department to the Manager or designate.

9. Participates and contributes at various meetings as required by the employer.

10. Participates in the preparation, portioning and serving of meals, and sanitation activities, as required. Performs cashier functions, including operating the cash register and verifying cash out sheets, in accordance with established procedures.

11. Promotes good public and interdepartmental relations through effective and timely communication, including meeting with patients, residents, and caregivers, as well as attending interdepartmental meetings, as required.

12. Implements guest meal and cafeteria pricing according to Island Health standardized pricing schedule.

13. Coordinates Meal-on-Wheels, Adult Daycare, Assisted living, and outpatient clinic production, service and billing.

14. Participates in the development of Food Services mission, philosophy, policies, objectives and standards.

15. Performs a variety of food services administrative duties, including compiling statistics, creating spread sheets, preparing documents and reports, maintaining records and files.

16. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, plus two (2) years' recent related experience, including one year supervisory experience. Certificate in Food Safe Level 2.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Ability to supervise.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.