



UNION JOB DESCRIPTION

JD555

JOB TITLE:	Food Service, Housekeeping and Laundry Supervisor	JOB DESCRIPTION NO.:	40423
CLASSIFICATION:	Food Service Supervisor I ; Housekeeping Supervisor 1	GRID/PAY LEVEL:	F 29
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	20301; 11005
UNION:	HEU	JOB/CLASS CODE:	40423
PROGRAM/DEPARTMENT:	General Support Services; Rural Health	BENCHMARKS (If Applicable):	20301; 11005
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Lady Minto Hospital; Gorge Road Hospital; The Priory Hospital; Aberdeen Hospital; Saanich Peninsula Hospital; Queen Alexandra Centre for Children's Health; Glengarry Hospital; Royal Jubilee Hospital; Victoria General Hospital		

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.

Under the direction of the Manager or Designate, oversees all aspects of the operation and development of the Dietary Department in conjunction with the Consulting Dietician; supervises housekeeping and Laundry staff; performs related administrative duties.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Plans menus and develops recipes according to the nutritional and therapeutic diet needs of the facility.
2. Visits in-patients on a regular basis regarding preferences and/or concerns, and provides information to the Consulting Dietician.
3. Practices and ensures other staff apply sanitary methods of food handling, preparation and clean up, etc.
4. Directs the preparation of food and therapeutic diet items such as soups, sauces, salads, meats, fish, poultry, desserts by methods/procedures such as roasting, frying, grilling, steaming, poaching, boiling and baking; tests food items for palatability and temperature and adjusts accordingly.
5. Estimates food requirements according to nutritional and therapeutic diet needs; orders and receives supplies and resolves discrepancies and suppliers.
6. Tests cooked foods for quality, appearance, quantity and temperature.
7. Supervises designated food service, housekeeping and laundry staff by scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
8. Oversees and updates standards and procedures; ensures safety practices and procedures are adhered to.
9. Coordinates activities with the other departments with regards to food service, housekeeping and laundry services.
10. Orders supplies and equipment, and makes recommendations regarding budget for assigned areas.

11. Selects, employs and supervises all employees of the department in consultation with the Manager.
12. Attends and participates in Department Head Meetings and participates in the hospital committee structure as requested by the Manager.
13. Participates in hospital In-Services and Education Programs.
14. Prepares monthly reports and statistics and other reports as required.
15. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Graduate from a recognized program in Food Supervision, plus recent, related experience or an equivalent combination of education, training and experience.

Skills And Abilities

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