

Manager, Support Services

George Derby Centre is a 300-bed community-based Care facility. Through partnerships with Fraser Health, Veterans Affairs Canada, and BC Housing, George Derby Centre provides complex care services for seniors.

Job brief

George Derby Centre is looking for an experienced Manager of Support Services to oversee the effective delivery of customer focused food, nutrition, laundry and housekeeping services. The manager of support services is responsible for providing effective leadership and support.

Responsibilities

- Responsible for the effective delivery of day to day Food, Nutrition, Laundry and Housekeeping services
- Ensuring that departmental goals are met; services are provided in an efficient and effective manner
- Ensuring that staff utilizes appropriate procedures and safe practices; providing overall coverage of security services
- Ensuring optimal utilization of personnel and other resources
- Providing effective leadership and direction to Support Services supervisors and staff
- Functioning as the resource person for “Best Practice” in Support Services systems
- Leading quality improvement and achieving positive results
- Promoting safety across the organization
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed
- Monitor and respond to staffing scheduling issues on a daily basis in areas of responsibility. Consult with and advise supervisors as necessary
- Plans and delivers seasonal menus that are compliant with all related regulations, fit the residents nutritional and therapeutic needs, and meets the facility and resident’s expectations
- Develops and / or adjusts standardized recipes to ensure consistent high quality production outcomes including quality, nutritional & texture requirements, quantity, portion sizes, and resident satisfaction
- Plans, directs and supervises the preparation and service of high quality food utilizing standardized operating procedures, industry standards, and related internal and external policies
- Ensures that workplace environment meets legislative standards

Requirements

- Current membership or eligible for membership in the *Canadian Society of Nutrition Management*.
- Serving It Right
- Food Safe Level 1
- Minimum of 2 years related experience and minimum two years managerial experience.
- Knowledge of current applicable legislation and professional standards
- Ability to analyse, plan and manage within fiscal, physical and human resource constraints
- Excellent organizational and leadership skills
- Outstanding communication and interpersonal abilities

Please send your Resume and Cover Letter to: recruitment@georgederby.ca