

EXCLUDED

DATE: MAY 17, 2022

COMPETITION #:EXC-EXC-22-5546187E

This posting is covered by the Provincial Health Officer's mandatory COVID-19 vaccination orders and selected applicant(s) must comply.

POSITION TITLE: COORDINATOR, FOOD SERVICES (FULL TIME)

DEPARTMENT: UHN FOOD SERVICES

REPORTS TO: MANAGER, SUPPORT SERVICES—PRINCE GEORGE

REGION: North Interior

WORK SITE/LOCATION: UNIV. HOSPITAL OF N. BC / PRINCE GEORGE

EMPLOYMENT STATUS: PERMANENT FULL TIME

BARGAINING UNIT: NON-CONTRACT

DAYS / HOURS OF WORK: Monday to Friday / Days - 09:00 to 17:00

DAYS OFF: Sun, Sat, STAT

START DATE / DURATION: AVAILABLE ASAP / PERMANENT

OTHER INFORMATION:**JOB SUMMARY:**

If you are looking for friendly, supportive staff, work life balance and affordable living this may be just the opportunity that will take your career to a new level.

The Coordinator, Food Services is a member of the Northern Health Support Services team, and is responsible for supervising and coordinating the day-to-day activities of food service operations at designated sites, and cafeteria and catering where applicable. The Coordinator provides leadership, program planning and quality food services. The incumbent implements policies and procedures, manages human resources, participates in cost control measures and maintains relevant records. The Coordinator also completes special project work as assigned. The incumbent assumes responsibility for the departments in the areas of responsibility in the absence of the Manager.

University Hospital of Northern BC (UHNBC) is the largest acute care facility (268 beds) in Northern Health and is the hub for specialized health services. It is a full service hospital and home to a new cancer centre for Northern BC, including a wide range of cancer treatments. Provides undergraduate physician training through the Northern Medical Program, run by the University of British Columbia and University of Northern British Columbia. UHNBC is also a key clinical education site for nursing and many health sciences students at UNBC, the College of New Caledonia, BCIT and other institutions.

Prince George has a population of 89,490 (2021) local residents and is a service centre for approximately 320,000. Prince George has all of the amenities of a larger city mixed with the charm and friendliness of a smaller town. Check out [Prince George](#) for more information on what this community has to offer.

What Northern Health has to offer you!

- Comprehensive benefit packages including MSP, extended health/dental and a municipal pension plan for part-time and full-time employees. Casuals have the option of paying for benefits.
- Four weeks vacation with one year of continuous service
- Relocation Incentive is available for eligible positions
- Employee referral program
- Employer-paid training and leadership development opportunities
- Spectacular outdoor activities and the shortest commutes in BC
- "Loan Forgiveness Programs" offered through the Federal and BC Government

QUALIFICATIONS:

- Bachelor's degree in Nutrition/Dietetics and three (3) to five (5) years recent experience in a similar role in an organization or industry of moderate complexity, including management of staff in a large facility.
- A member in good standing with the College of Dietitians of BC and Dietitians of Canada.

Or

- Successful graduation from a two (2) year Canadian Society of Nutrition Management (CSNM) accredited college program in food service and nutrition management plus courses in management and supervision;
- Five (5) to seven (7) years recent, related experience in an acute care or long-term care facility including management of staff.
- Certificate of proficiency in Nutrition and Food Services Management if not included in two year program.
- Eligible for membership in the Canadian Society of Nutrition Management.

Plus

- Minimum of five (5) years' experience in a management/supervisory position in the retail sector preferred.
- Food Safe Level 1 and 2.
- Recent experience with the implementation, or use of, of a Food Service Nutrition and Food Services Software Program (CBORD) is considered an asset.
- Valid BC Driver's License.

Skills and Abilities:

- Demonstrated ability to work independently and in collaboration/consultation with others.

- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated ability to manage change and create innovative solutions for complex and diverse issues within a dynamic matrix environment.
- Strong track record in establishing and maintaining effective working relationships with internal and external stakeholders
- Ability to foster a climate of cooperation amongst and build solid relationships with public agencies, government, provincial and regional committees, and other partners.
- Leadership skills including demonstrated ability and comfort with decision making, coaching, teaching and the inspiring and building confidence in others.
- Ability to plan, organize and manage short and long term plans and projects and deliver customer-focused results.
- Ability to intervene effectively to resolve conflict.
- Ability to analyze situations and problem solve under pressure.
- Demonstrated ability to work in a fast paced environment and to organize and prioritize work.
- Ability to operate related equipment.
- Physical ability to perform the duties of the position.
- Ability and willingness to travel between facilities.

Who we are

Northern Health covers an area of nearly 600,000 square kilometers and offers health services in over two dozen communities and 55 First Nation's communities. We deliver hospital and community-based health care for a population of 300,000.

Employing more than 7,000 staff throughout the region, Northern Health provides exceptional health services for Northerners, through the efforts of dedicated staff and physicians, in partnership with communities and organizations in Northern BC.

There is a wide variety of career opportunities available in our two dozen hospitals, 25 long-term care facilities, public health units and many other offices providing specialized services.

COMPETITION EXPIRY: 09:00 PT MAY 27, 2022 - LATE APPLICATIONS WILL NOT BE ACCEPTED