



## POSITION DESCRIPTION

**POSITION TITLE:** Manager – Nutrition & Food Services

**DEPARTMENT:** Support Services

**CLASSIFICATION:** Management

**APPROVED BY:** Regional Lead- Corporate Services and Chief Financial Officers

**UNION:** Non-Union

**DATE APPROVED:** October 31, 2024

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Director – Support Services

**POSITIONS SUPERVISED:** Leads – Nutrition & Food Services and Clinical Dietitians

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### POSITION PURPOSE

Reporting to the Director-Support Services, the Manager - Nutrition & Food Services is responsible for providing leadership and direction for the regional nutrition and food services program. Through a collaborative process, the incumbent provides input and direction on the development, integration, maintenance and management of the regional nutrition and food service programs' strategic plans, policies, processes, therapeutic diet/legislative standard compliance and clinical nutrition partnerships to accomplish corporate goals and objectives. In addition, the incumbent is responsible for the overall operations and program delivery of food services and clinical nutrition at facilities within Southern Health-Santé Sud.

The incumbent exercises the appropriate high level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Ensures clean and effective lines of communication are in place.
- Leads in the development, implementation and monitoring of goals and objectives related to Nutrition & Food Services.

- Conducts meetings and regular communication and encourages participation from all team members.
- Identifies and recommends changes that optimize the utilization of material and human resources for Nutrition & Food Services across the region.
- Leads in the development and implementation of a Staff Development program.
- Provides leadership in reviewing, revising, and implementing adequate staffing models to support the needs of the program.
- Maintains professional growth and development through seminars, conferences, and professional affiliations, if necessary.
- Takes a leadership role in regional projects and participates in other related special projects as required.
- Works collaboratively with Leads and Clinical Dietitians at identifying program challenges and opportunities.
- Identifies, applies, and monitors appropriate indicators.
- Ensures policies and procedures are reviewed regularly and monitored for effectiveness.
- Develops and facilitates implementation of policies and procedures.
- In collaboration with the Director – Support Services, ensures that Accreditation Standards are met or exceeded.
- Participates in Labor Relations matters as required.
- Provides leadership and adheres to existing Infection Prevention & Control and Manitoba Health standards of practice, accreditation standards, Workplace Health & Safety and WHMIS.
- Establishes processes for nutrition and food services to ensure the organization complies with regional, provincial and national best practices.
- Recommends to the Director – Support Services the justification for new, revised or expanded services based on best practices and evidence-based decision making.
- Represents the region and Nutrition & Food Services on regional and provincial teams and working groups.
- Designs, implements and delivers Nutrition & Food Services initiatives including the implementation of audit processes to ensure compliance with best practices.
- Identifies the analytical, statistical and data integrity learning needs and goals for Southern Health-Santé Sud and coordinates the development and delivery of education and training programs.
- Evaluates orientation and ongoing education programs to ensure compliance with best practices.
- Develops and leads quality improvement plans and implements solutions that meet the program and organizational objectives as it relates to Nutrition & Food Services, provincial and SH-SS directive.
- Provides mentorship and guidance for Nutrition & Food Services to create an environment conducive to effective working relationships.
- Encourages and recognizes staff regarding pursuing roles/committee involvement/professional development and accomplishments.
- Participates in preparing and managing budgets for nutrition and food departments.
- Responsible and accountable for Nutrition & Food Services' departmental expenditures and revenues as it relates to budgets and funding within Southern Health-Santé Sud.
- Establishes standards and monitors performance, including attendance management, conducting performance evaluations.

- Identifies and implements the remedial measures to correct performance or disciplinary problems and is responsible for applying progressive discipline up to and including suspension and/or termination for direct reports.
- Assists with grievances.
- Ensures the availability of current and comprehensive job descriptions for all classifications of staff.
- Interviews, selects and hires, evaluates, disciplines and dismisses, in consultation with Director – Support Services, competent managerial staff and provides regional human resource support, upon request, including assistance with collective agreement interpretation.
- Facilitates statistical information required for planning, evaluation, research, and decision making.
- In collaboration with the Director – Support Services participates in the development of SBARs, business cases and impact analysis studies for new and/or expanded services, equipment, or capital projects.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

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RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

### **PERFORMANCE MEASUREMENTS**

1. Performance is measured against the above-identified essential functions and basic duties.
2. Performance conversations are completed prior to completion of probationary period, then completed bi-annually.

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### **QUALIFICATIONS**

#### **EDUCATION/CERTIFICATION:**

- Bachelor degree with major in Nutrition Sciences or relevant education in Nutrition & Food Services
- Completed courses in Management or Supervision
- Current Food Handler Training Certificate Level 1 or equivalent Food Sanitation course or be willing to acquire a Food Handler Training Certificate 1 in the first six (6) months of employment

#### **REQUIRED KNOWLEDGE:**

- Knowledge and proficiency utilizing Microsoft Office Suite programs (Word, Excel, Outlook, PowerPoint) and Internet
- Knowledge of Labor Law and Workplace Health and Safety Regulations; Collective Agreements
- Knowledge of Infection Prevention & Control Practices, Occupational Hazards, and Safety Precautions related to health care facilities.
- Knowledge of Food Service and clinical nutrition best practices

**EXPERIENCE REQUIRED:**

- Minimum five (5) years relevant food service and clinical nutrition management experience, preferably in health care
- Minimum five (5) years in a Management/Supervision capacity required
- Experience in Human Resource Management which includes: labour relations, collective agreement interpretation, discipline process, training needs assessment, performance evaluations, and absenteeism review

**SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Demonstrated Leadership and Managerial ability
- Demonstrated analytical, organizational, interpersonal, oral and written communication skills
- Demonstrated ability in initiating changes and improvements within a continuous Quality Improvement environment
- Demonstrated the ability to prioritize in a changing environment
- Demonstrates problem solving skills
- Demonstrated ability to develop policy and procedures
- Demonstrated independent judgment
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00

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**WORK CONDITIONS:**

- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary
- Will be required to travel to other regional facilities as the position duties may require

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**SALARY SCALE:**

As per Non-Union Management salary scale.

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*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*