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P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

FOOD SERVICES SUPERVISOR 025-19
IROQUOIS LODGE, HEALTH SERVICES
(Part-Time)

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, Wednesday, **February 13, 2019**, for the Food Services Supervisor with Iroquois Lodge, Health Services Department. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction and supervision of the Manager of Iroquois Lodge, the Food Services Supervisor shall assist the Manager of Iroquois Lodge in the performance and delivery of quality dietary services to residents. The Food Services Supervisor shall plan, develop and adopt menus, with the Dietitian and supervise the staff of the dietary department within the policies and procedures established by Six Nations Elected Council.

Type	Part Time
Closing Date	February 13, 2019
Hours of Work	16 Hours per week per MOHLTC guidelines
Wage	To Be Determined

BASIC QUALIFICATIONS:

- Graduate from a two year CSNM accredited program in Food Service and Nutrition Management or a dietitian;
- Current membership – Canadian Society of Nutritional Management;
- Two (2) - Three (3) years experience in Long-Term Care setting or similar position;
- Current Food Handler's Certificate;
- Good knowledge of the Six Nations community and highly sensitive to Six Nations culture;
- Must have a good understanding of the MOH guidelines;
- Medical certificate of good health and up to date immunization record including willingness to have yearly influenza vaccinations;
- Willingness to participate in facility and community emergency events as required;
- Dietary services are an essential service at Iroquois Lodge, and as such the FSS may be required to stay beyond their normal hours of work in order to guarantee continuity of service to Residents.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Mailed or Hand Delivered – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Food Services Supervisor – Part Time – 025-19
 c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69, 16 Sunrise Court
 Ohsweken, Ontario N0A 1M0

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

Method #2: Email – Applications must include all of the following:

Please ensure that the SUBJECT LINE of your email states:

Food Services Supervisor – Part Time – 025-19

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Copy of your education diploma/degree/certificate and transcript.
5. Email all documents (in a .doc or .pdf file) listed above to recruitment@sixnations.ca.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Food Services Supervisor

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Manager of Iroquois Lodge.

PURPOSE & SCOPE OF THE POSITION:

The purpose of the Food Services Supervisor position is to assist the Manager of Iroquois Lodge in the performance and delivery of quality dietary services to residents. The Food Services Supervisor shall plan, develop and adapt menus, with the Dietitian and supervise the staff of the dietary department.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- The Food Services Supervisor is responsible for overseeing the day to day operations of the dietary department. Directs and supervises the Dietary Department Staff and promotes positive team spirit.
- Selects, orientates, supervises and evaluates the performance of the dietary staff.
- Participates and promotes continuing education related to Dietary Department or Iroquois Lodge.
- Provides in-services to departmental staff when required.
- Schedules dietary staff on a monthly basis and has time schedules prepared at least one month in advance.
- Ensures groceries and supplies are delivered to Iroquois Lodge and placed in the appropriate areas.
- Monitors inventories of departmental supplies and re-orders as required.
- Responsible for inspecting and ensuring the proper maintenance of departmental equipment, building and systems regularly for safety and proper functioning.
- Follows responsibilities as outlined by Safe Food Handler's Certification.
- Follows Fire Safety Programs with the Six Nations Fire Marshall.
- Conveys the Residents Bill of Rights and endeavors to respect and promote resident satisfaction.
- Works closely with Staff Dietitian in menu planning for Residents.
- Ensures conformance with all legislative and regulatory requirements pertaining to the Dietary Department including Ministry of Health Long Term Care Regulations and Legislation, and Quality Assurance.

- Works with MDS RAI coordinator to ensure proper completion of quarterly and PRN assessments are completed according to schedule.
- Ensures that care plans and progress notes are current in the Point Click Care.
- Performs related duties as required by the Manager of Iroquois Lodge.
- **Monthly Outline:**
 - Review monthly budget
 - Review monthly running inventory of used and needed items.
 - Evaluate and provide feedback for staff in regard to work performance as needed
 - Complete quarterly reviews according to schedule
 - Follow Quality Assurance audits and follow-up
 - Hold monthly dietary staff meetings
- **Annual Outline:**
 - Prepared and conduct personnel performance evaluation interviews.
 - Prepare inventory count/record for fiscal year-end.
 - Request staff for Medical check-up verification

2. Communications Functions:

- Effective liaison with Manager of Iroquois Lodge, Departmental Supervisors, staff, and community members, resident's, resident's families, and the general public in person or through telecommunications.
- Effective communication with external bodies such as federal, provincial and municipal governments/agencies and other organizations in person or through telecommunications.
- Preparation of internal/external documentation used Internally such as: briefing notes, updates, memos and correspondence.
- Represent Iroquois Lodge and community in a positive, courteous, cooperative and professional manner.

3. Administrative Functions:

- Prepares monthly staff time schedule at least one month in advance.
- Completion and submission of: timesheets leave forms, travel forms, performance appraisals and work plans in accordance with Six Nations Elected Council policies and procedures.
- Ensure proper filing of documents electronically, and/or hardcopy.
- Process mail and/or electronic mail in timely fashion
- Completion of log in/out sheets as required.
- Perform work functions in accordance with Six Nations Elected Council policies and procedures.
- Ensure submission of documents (electronic or hard copy) to Iroquois Lodge Administration as required.
- Attend staff meetings, training/workshops as required.

4. Other Functions:

- Performs other job related duties as may reasonably be required by the Manager of Iroquois Lodge.
- Perform projects as assigned.
- Will collaborate with Activity Department to supply special dietary items as requested and programs for Residents and their families.
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

- Requires some interaction with public/residents, requires ability to take direction and give direction; Must be able to prioritize work, work independently, with many demands upon your time.
- Receives direction, guidance and discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively at all times. Must prepare and conduct annual employee performance and monitor daily productivity of Food Department Staff.

WORKING RELATIONSHIPS:

With the Manager of Iroquois Lodge

Discuss plans, priorities and collaborates to ensure tasks are done efficiently and effectively according to MOH legislation and regulations. Receives instructions, supervision, direction and guidance from manager and cooperates with other supervisors in implementing standards and providing education to staff.

With Other Staff

Promotes courtesy, co-operation and team work with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships

With the Public

Represents and promotes Six Nations in a courteous, cooperative and professional manner.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Graduate from a two year CSNM accredited program in Food Service and Nutrition Management or a dietitian
- Current membership – Canadian Society of Nutritional Management
- 2-3 years experience in Long-Term Care setting or similar position
- Current Food Handler's Certificate

Other Related Skills:

- Good knowledge of the Six Nations community and highly sensitive to Six Nations culture.
- Must have a good understanding of the MOH guidelines.
- Medical certificate of good health and up to date immunization record including willingness to have yearly influenza vaccinations.
- Willingness to participate in facility and community emergency events as required.
- Dietary services are an essential service at Iroquois Lodge, and as such the FSS may be required to stay beyond their normal hours of work in order to guarantee continuity of service to Residents.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.



APPLICATION FOR EMPLOYMENT
With the Six Nations Council

PART I GENERAL INFORMATION

Name of Position You Are Applying For (Job Title)			Closing Date of Position		
Name of Applicant:	First Name	Initial	Last Name		
Band Name and Number (if applicable)					
Mailing Address (R.R.#, Blue # & Address)			Home Telephone No.	Cell Phone No.	
City or Town or Village	Province		Postal Code	Email Address	
Do you require accommodation, please indicate?	Do you have a valid Class G driver's license?	Do you have a valid First Aid/CPR Certificate?	Have you had WHMIS training?		
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you have previously worked for Six Nations Council, please answer the following:					
Length of time worked _____ Months _____ Year(s) Dates Employed: _____					
Reason for Leaving _____					
Permission for GREAT to keep a copy of application and contact applicant to assist in obtaining employment.					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
Some positions do require that the applicant must undergo a medical examination as it pertains to the position being applied for. Are you willing to undergo a medical examination if it is required? <input type="checkbox"/> Yes <input type="checkbox"/> No					

PART II EDUCATION

Year Last Attended	Secondary School					College or University					Graduate or Professional				
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Level Completed															
Certificates, Diplomas, Degrees obtained															
Course of Study Taken															
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education															

PART III WORK HISTORY	
I Present or Last Employer	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
II Previous Employer	Address:
Type of Business:	Telephone:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
III Previous Employer:	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)	
1.	
2.	

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date