

## **Food & Housekeeping / Laundry Manager (1 position)**

Regular Full Time (37.50 hrs per week)

Rest Haven Lodge – Sidney, BC

Broadmead Care Society

Broadmead Care, with five locations across Greater Victoria, is a vibrant non-profit health care provider with a reputation for high quality, innovation and leading practices. The staff and volunteers at Broadmead Care share a common purpose which is to build communities where every person can experience wellbeing and happiness – where love, life and living matter.

This position is responsible and accountable for the direct supervision of staff, providing leadership and organization of food production and delivery; housekeeping and laundry - in support of the mission and vision of the Society. This position is responsible for ensuring compliance with all regulatory requirements and standards.

Broadmead Care offers an excellent compensation and benefit package, including a defined benefit pension plan with pension transfer agreements in place and a comprehensive group insurance plan.

### **Job Summary:**

- Provides leadership within food service, housekeeping and laundry operations for a 73 bed long term care facility
- Responsible for hiring employees and directing their work
- Orders and maintains control of all stock
- Accountable for department budgets
- Ensures safe, sanitary, and infection control standards
- Strong organizational and communication skills
- Travel between sites as necessary

### **Qualifications:**

- Must have a minimum of 3 years supervisory experience in Food Services, Housekeeping, Laundry and good working knowledge of Infection Control as well as excellent oral and written communication skills.
- Must have membership with the Canadian Society of Nutrition Managers.
- Post-secondary degree, diploma, or certificate in Nutrition, and Food Service Management is an asset
- Equivalencies of education and experience may be considered.
- Experience in a unionized health care organization is an asset.
- Proficiency in the use of MS Office software including word processing, spreadsheet programs and database management.
- Travel between sites with personal vehicle is required. Hours of work may vary periodically based on operational demands.
- All employees are required to have a valid criminal record check through the Criminal Record Review Program (Broadmead Care will process application)

### **NOTES:**

- To express your interest in this opportunity, please submit your resume with cover letter no later than **July 24, 2021**, by email to: [employment@broadmeadcare.com](mailto:employment@broadmeadcare.com)
- **Subject line in email should read: 2021-88 Food, Hskp, Lndry Mgr**
- Should you have any questions related to this position, please contact Laurie McDonald, Vice President VP, Operations & Capital Projects at 250-658-3245.

You can also express your interest in this opportunity at “Work With Us” through our website: [www.broadmeadcare.com](http://www.broadmeadcare.com)