



Riverstone Retirement Communities – Maplewood

Position: Executive Chef

Location: Ottawa, ON

Employment Type: Full-Time, Temporary

Reports to: General Manager

JOB SUMMARY:

Under the direction of the General Manager, the Executive Chef is responsible for the total operation of the Dietary Department.

QUALIFICATIONS:

Education:

- Graduate of a recognized course in Culinary Management (diploma or certificate)
- Red Seal certification

Background:

- Minimum of three years' related experience, preferably in health care industry
- Must have skills in planning, coordinating and supervising comprehensive dietary programs;
- Knowledge of Canada's Food Guide to Healthy Eating, Hazardous Analysis Critical Control Point (HACCP), WHMIS, Health and Safety and Sanitation Code;
- Knowledge of business equipment and computer applications, such as MS Office, payroll processing software, etc.

Personal Requirements:

- Work as part of a team
- Capable of adapting to different situations and change
- Keen interest in working with seniors

FUNCTIONS:

- Plans and implement 5-week rotational menu, ensuring compliance with the Canada Food Guide;
- Meets with nursing and dietary staff to assure implementation of therapeutic diets as ordered by physicians.
- Interviews residents about dietary habits and maintains dietary records;
- Ensures that the dietary department is meeting the residents' nutritional needs;
- Reviews weekly menus with cooks to ensure: correct food ordering, usage of seasonal foods, taking advantage of specials, rotation of stock;
- Ensures that adequate standards of cleanliness and sanitation are maintained in food handling and food storage, and food service;
- Assures proper filing and posting of menus;
- Assists the Director of Care in the Infection Control Program by ensuring compliance with established policies in relation to dietary issues, i.e. saving of food samples;
- Deals personally with Public Health Department Inspectors during dietary inspections;
- Is knowledgeable about the Resident Rights and Responsibilities and assists dietary staff to respect and promote it;
- Know and interpret Riverstone RC policies, procedures and practices and communicates these to the appropriate personnel;
- Prepares time and work schedules, assigns duties on the basis of work priorities and availability of staff, redistributing staff where necessary, checking attendance, maintaining accurate records;
- Provides job analysis and role functions for all dietary personnel within their scope of practices;
- Reviews and revises personnel policies in conjunction with the General Manager;
- Ensures policy and procedure manuals are available for reference for all dietary personnel;
- Ensures availability and maintenance of dietary supplies and equipment and submits requisitions as necessary;
- Provides standardized recipes for all menu dishes;
- Meets with residents/family to resolve problems/concerns/complaints and review suggestions on menu items on a need be basis;
- Attends Resident meetings as requested to discuss concerns/complaints/suggestions
- Responsible for delivery of orientation and training program in accordance with RHA and other legislative bodies.

To apply please email your resume and references to [Snjezana, skulic@riverstoneretirement.ca](mailto:Snjezana.skulic@riverstoneretirement.ca) or call **613-656-0556**