



JOB POSTING

Position Title: Food Services Coordinator
Reports to: Kitchen Team Lead
Job Status: 1 Permanent, Full-time position OR 2 Permanent, Part-time positions;
Casual hours available as well
Remuneration: \$39,585 Annually (based on Full time, \$19.03/hr), paid breaks, Vacation,
Group Benefits, RRSP Matching

About us

Hospice Halifax is a compassionate and supportive community of staff members, volunteers, and donors dedicated to making dying and living as comfortable and meaningful as possible at the end of life. Our hospice residence is an inclusive space where individuals and their families receive personalized and dignified end-of-life care.

Primary Functions of the Position

The Food Services Coordinator is responsible for assisting with meal planning and prepares and delivers food services programs to our Hospice patients and families.

We are looking for someone who has experience providing personalized food service to a small number of patients/clients. Ideally this individual would have experience working in a small long term care facility or group home and have excellent interpersonal skills, be comfortable interacting with elderly people who are dying and with their families.

Hospice Halifax continues to take action against racism and discrimination in the workplace and to identify and address systemic barriers to full and equal participation. As such, each member of our team must be committed to fostering a safe working environment where all members of the team experience an authentic sense of inclusion and belonging.

Duties and Responsibilities

- Meets with patients to determine the patient's preferences and desires for food service that day
- Short order cooking for breakfast, lunch and supper as requested by the patient
- Maintains the refreshment centre in the family kitchen, replenishing coffee, tea and baked goods as necessary and ensuring adequate supplies are available for use
- As per the established plan of the Kitchen Team Lead, delivers previously prepared lunch and supper for the patients
- Checks family and patient refrigerators daily and removes and discards outdated or unlabelled food
- Supports volunteers in the main kitchen
- Records daily temperature checks on all refrigerators and freezers

- Upholds the utmost standards in food safety, and maintaining currency on food safety requirements
- Makes recommendations to the Kitchen Team Lead on improving food service programs, kitchen facilities and equipment to enhance quality, efficiency, effectiveness and safety
- Assists with preparation and food service for internal catered events
- Additional duties as required

Qualifications

- Experience with food preparation and short order cooking
- Training in food safety and a current food safety certificate required
- Strong communication and interpersonal skills with a warm, compassionate and caring attitude
- Must be comfortable talking with patients and their families
- A background in health care or a desire to work in a hospice setting an asset
- Experience supervising volunteers an asset
- Experience providing food services to palliative care patients an asset
- Ability to work with patients/family living with and dying from advanced illness
- Strong patient-centered focus - willingness to go the extra mile when delivering quality service
- Ability to work collaboratively as part of team

Additional Requirements

- Supports efforts at reducing, recycling and reusing where appropriate
- May provide general supervision of volunteers on a daily basis
- Support Hospice Halifax in fundraising activities, through participation or other capacity
- Is expected to help out in other areas of the Hospice as necessary (e.g. cleaning up spills, maintaining a clean and tidy family kitchen, etc.)
- Represents Hospice Halifax in the community
- Committed to the hospice philosophy of care
- Ability to work 11 hour shifts

How to Apply:

Hospice Halifax is committed to fostering a diverse and inclusive work culture. We welcome and encourage applicants who are BIPOC, LGBTQ2S+ and persons with (dis)abilities to self-identify in their cover letter.

Please forward a cover letter and resume to careers@hospicehalifax.ca and reference “**FoodServices2022**” in the subject line of the email.

Thank you for your interest in working with Hospice Halifax. Only those selected for the interview process will be contacted.

Closing Date: May 25, 2022