

Join a team who cares about excellence

FOOD SERVICE SUPERVISORS – FULL TIME & PART TIME DIETARY DEPARTMENT

BHB ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

Key responsibilities include:

- Participates in the selection, training and utilization of the department's human resources to ensure efficient and effective staffing and optimal provision of service
- Supervises dietary personnel, prepares work schedules and assignments, evaluates work performance and makes recommendations for personnel actions
- Implements and maintains departmental standards and policies and procedures pertaining to Food Service, sanitation, housekeeping and safety to ensure optimal provision of food service
- Communicates daily with Diet Technicians, Tray Aides, Dietitians, Ward Aides to establish and maintain standards and procedures for the efficient distribution of patients' menus and the timely and safe delivery of patients' meals as ordered
- Checks patient trays for accuracy, appearance and portion size of meals, on the breakfast, lunch, and dinner, service belt, Cooks and Porters
- Checks on the preparation/production of items ordered by patients, staff cafeteria and special catered functions
- Assists with meal rounds, tray audits, and patient satisfaction questionnaires on a routine basis. Reports findings and recommendations for improvements

Qualifications &/ Registration required:

- Two-year Associate's degree in Hotel Restaurant Management, Food Science, Nutrition Management or Food Service Management or equivalent. A combination of formal training & will be considered
- Two years previous experience, preferably in a hospital setting
- Certification from a recognized institution in Supervisory Management

Full time schedule- Hours of work: 7 hour & 8.75 hours.

All shifts /weekends/ evening & Public Holidays 8.75 hours, rotation of weekends and Public Holidays as required. Shifts: 6:00 am – 3:00 pm / 6:45 am – 2:45 pm / 7:00 am – 3:00 pm / 9:00 am – 5:00 pm / 7:30 am – 7:30 pm / 11:00 am – 7:30 pm / 8:00 am - 4:00 pm

Part time schedule- Minimum 14 hours. Hours of work: 7 hour & 8.75 hours.

All shifts / weekends / evening & Public Holidays 8.75 hours, rotation of weekends and Public Holidays as required. Shifts: 6:00 am – 3:00 pm / 6:45 am – 2:45 pm / 7:00 am – 3:00 pm / 9:00 am – 5:00 pm / 7:30 am – 7:30 pm / 11:00 am – 7:30 pm / 8:00 am - 4:00 pm

Closing date for applications is: January 19, 2019. Pre-employment substance abuse screening is mandatory for all successful candidates.

SPECIAL DIET COOK – PART TIME

FOOD SERVICES PRODUCTION DEPARTMENT

Under the general supervision of the Food Service Supervisor, prepares and serves cold foods required for patients on special diets, bearing in mind the overall objective to present safe, appealing and appetizing food with good nutritional value. Incumbent will practice a high standard of sanitation and safety as set out in Section 2 of the Policies and Procedure Manual.

Key responsibilities include:

- Prepares all cold items required for breakfast
- Assists with breakfast and lunch service
- Prepares desserts, salads, sandwiches, packed breakfasts and lunches, special drinks and any other item required for lunch
- Prepares all cold special diet items required for supper service and nourishments required for evening snacks
- Cleans weekly. Once per week (or more often if necessary), washes and cleans the interior of the refrigerator and leans the stove of the special diet kitchen
- Performs other related duties as requested. Due to unanticipated increased dietary activity, staff shortages, etc. may be requested upon occasion to perform additional duties

Qualifications &/ Registration required:

- High School Education/GED required
- Must have City & Guilds Food Preparation and Culinary Arts (7065 -33) IVQ Advance Diploma
- ServSafe Certification
- Basic Nutrition Course/Program
- Previous experience as a diet aide preferable but not essential

Schedule: Minimum of 14 hours per week. Will be required to work Public Holidays and weekends.

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If you want to make a difference, and if your experience and qualifications match the above criteria,
visit www.bermudahospitals.com, and apply through BHB Jobs NOW.
Select "Work at BHB" and follow the steps.



Bermuda Hospitals Board

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