



Dietary Manager, Children's Services

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Revised March 2023

Title

Dietary Manager, Children's Services

Reports to

Director, Children's Services

Position Summary:

Under the direction and supervision of the Director, Children's Services, the Dietary Manager oversees serving the children nutritious, meals and snacks through the implementation of local Health Unit Approved Menus. It is the Dietary Manager's responsibility to organize and support the Assistant Cook, Children's Services, in the purchase of groceries and kitchen supplies, prepare the meals and snacks by methods that maintain high nutrient levels, ensure all sanitary practices are always being followed and reviews and completes menu's and grocery lists as needed.

The kitchen is to be managed and the work of the Dietary Manager is to be conducted in strict compliance with the local health department, the Child Care and Early Years Act 2014 and any other applicable legislation. The Dietary Manager works in consultation with the Manager, Quality Assurance, Children's Services to ensure the smooth operation of the kitchen and its coordination with the programs within the YMCA Children's Services Branch.

Responsibilities:

- Prepares foods in accordance with Canada's Food Guide
- Displays menus for parents and documents changes to menus in accordance with Ministry of Educations guidelines
- Modifies menus/recipes and prepares foods to meet the developmental needs of children within the specific programs
- Seeks an external review of menus on a bi-annual basis and incorporates recommendations into menus
- Acts as a resource to families and staff in relation to nutrition, food handling and storage
- Oversees the Assistant Cook, Children's Services within the function of their role
- Assists with planning meals far enough ahead to minimize the need for food substitutions; when substitutions are necessary, serves food of equivalent nutritional value
- Ensures that enough food is being offered to meet the mandated serving sizes



- Helps to maintain established standards of sanitation, safety and food preparation and storage as set by the local health department including: storing foodstuffs and supplies in appropriate areas; washing dishes; cleaning refrigerator/freezer/stove/oven, cupboards and other kitchen equipment and utensils; and sweeping and mopping kitchen floors
- Plans, organizes and supports camp in the summer months, providing healthy lunches on a daily basis
- Supports the part-time camp staff in the delivery and serving of camp lunches and provides guidance to ensure dishes are being washed in compliance with strict sanitary guidelines
- Attends and participates in continuing education, career and professional development opportunities, specifically, attends the monthly Cook's Network meetings
- Demonstrates appropriate behaviours in line with our Mission, Vision and Values as reflected in our YMCA competencies
- Represents the YMCA and the Association in a professional manner
- Understands and supports YMCA philanthropic commitments, connects with families and offers opportunities to give, either financially or their personal time, including participation in special events within the centre and community
- Other duties as assigned

Work Environment:

- Primarily inside work including standing for long periods of time as well as stooping, squatting, lifting and climbing. Outside work is dependent on the specific meal preparation
- Use of own vehicle for the purchasing of food and supplies
- Work week is Monday to Friday based on Children's Services hours of operation and the position specifications

Competencies:

- Planning and Initiative
- Leadership
- Teamwork and Collaboration
- Member Focused
- Results Focused
- Valuing Diversity and Social Inclusion



- Effective Interpersonal Communications

Qualifications:

- Safe Food Handlers Certificate
- Training in foods, nutrition, dietetics and or child food preparation and management
- Minimum 2 years working in a kitchen environment
- Valid First Aid and CPR training
- Police Vulnerable Sector Check
- Valid Driver's License and own vehicle
- Organizational skills, time management skills and the ability to prioritize
- Math ability to increase/decrease recipe quantities
- Excellent computer skills and knowledge of MS Office applications