



Winnipeg Regional
Health Authority
Caring for Health
Nutrition & Food
Services

Office régional de la
santé de Winnipeg
À l'écoute de notre santé
Services de dièteque
et d'alimentation

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NFS Food Service Management/Directors Group

Terms of Reference

Purpose:

To provide a regional forum for development and communication of best practice in Food Service Operations.

Objectives:

To provide a regional forum within which the Food Service Leaders or equivalent can come together to standardize practice across the region, develop and revise operational standards and procedures, QA processes, retherm technology and systems, emergency preparedness, and communication of menu and CBORD systems information.

Membership:

Membership consists of:

Regional Nutrition & Food Services Managers:

- Regional Manager – Acute and Tertiary
- Regional Manager – Long Term Care
- Division Manager
- Clinical Systems Manager

• **Food Service Site Managers/Directors:**

- Grace Hospital
- Concordia Hospital/ Concordia Place
- Victoria Hospital
- Seven Oaks General Hospital
- Misericordia Health Centre/ Misericordia Place
- Deer Lodge Centre
- Health Sciences Center
- Riverview Health Centre
- Calvary Place

Committee Chair & Role:

The Chief Nutrition and Food Service Officer will appoint a Chair.

Committee Membership Roles:

- To provide a forum for discussion of related issues and action where appropriate.
- Review the regional impact of legislative changes and make recommendations for a standardized course of action.
- To monitor standards for food service including:
 - Credentialing and/or licensing or certification
 - Quality assurance
 - Standards defined by regulatory bodies
 - Accreditation standards
- Advise and cooperate in all matters pertaining to professional, operational, and technical services related to resident/patient Food Service.
- To promote research in the field of Food Service Technology and Delivery.
- Serve as a contact for the site programs/services regarding cross-program issues specific to Food Service delivery.

Membership Turnover:

Food Service Managers/Directors will hold membership in the Group for the duration of their employment in the capacity of Food Service Manager/Director.

Meeting Frequency:

The Group will meet monthly between September and June.

Minutes/ Reports:

Minutes will be recorded for all meetings held by the Nutrition and Food Services Administrative Secretary who will maintain a central file of minutes and other material related to the Group.

Authority:

The Leadership Group is accountable to the Chief Nutrition and Food Service Officer.