



Job Posting

JOB TITLE: Food Services Manager – Voisey’s Bay Mine Site
DEPARTMENT: Operations
REPORTS TO: Camp Manager
ROTATION: 2 weeks on, followed by 2 weeks off (inclusive of travel time)

SUMMARY

Responsible for managing the food service operation, maintaining established costs and quality standards to ensure superior service and maximize profits. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

The Food Services Manager recognizes that Health and Safety are always our primary concern and ensure that safe work practices are foremost in all projects and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain a clean, neat appearance.
- Address concerns quickly and efficiently.
- Maintain good client communications at project level.
- Ensure work and safety training of employees.
- Ensure project and staff compliance with all LCLP operating policies and procedures.
- Maintain confidentiality of all company policies and procedures.
- Initiate safety inspection, training, and any necessary reports.
- Continually inspect premises, and food service areas, for cleanliness and appearance.
- Assure contract compliance and ensure staff awareness of LCLP’s contractual obligations for the project.
- Complete Weekly Purchase Summaries and ensure company authorized suppliers are being always used.
- Ensure all health and safety and food safety issues are addressed and resolved promptly.
- If necessary, conduct accident investigations complete necessary documentation.
- Monitors the performance of the unit through verification and analysis of customer satisfaction systems and financial reports. Initiates corrective actions.
- Maintains product and service quality standards by conducting ongoing evaluations and investigating complaints. Initiates corrective action.
- Implements and maintains sales and marketing programs.
- Determines work procedures, prepares work schedules, and expedites workflow.
- Continually review services with the object of reducing cost and increasing profitability without loss of standard.

- Ensure good order and maintenance of all equipment by immediately reporting any deficiencies to maintenance.
- Coordinate staffing, scheduling, and crew change.
- Carefully inspect food serving line and area with Head Cook/Chef prior to meal opening for quality, appearance, sanitation, etc.
- Assist LCLP crews as needed to support the project, to include boosting morale of crew.
- Oversees the preparation and service of food and beverage items in adherence to company food standards for preparation, presentation, sanitation, and safety (meeting HACCP and OSHA guidelines) and portion control.
- Plans and coordinates menus with the executive chef utilizing the appropriate Sector Programs.
- Ensures timely meal service to all service areas. Supervises serving of meals. Responds to customer complaints in person at the time of the complaint.
- Trains employees in proper execution of their duties.
- Determines work procedures, prepares work schedules, and expedites.
- Orders food and other supplies from the approved sources
- Ensure monthly inventory counts are performed accurately and in a timely manner.
- Supervises staff to ensure proper rotation and identification of all stock on site.
- Directs and participates in the overall sanitation and safety of the facility and employees in accordance with company and governmental agency standards.
- Develops sanitation schedule and ensures that food service employees adhere to the cleaning schedules.
- Perform all duties in the safest possible manner and report all health and safety incidents.
- All other duties as requested.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include training employees; planning, assigning, and directing work; appraising performance.

QUALIFICATIONS

- Minimum 5 years' experience managing a kitchen in a remote camp environment, or similar high volume institutional (university, hospital, hotel, etc) environment.
- Prior experience managing in a unionized work environment.
- Excellent communication skills – oral and written.
- Good Computer skills (Excel, Word, PowerPoint, Outlook, etc.)
- Positive, customer focussed attitude.
- Ability to work independently in a high paced, stressful environment
- Ability to read and interpret documents such as collective agreements, safety rules, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of managers or employees
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- University or College Degree preferred
- Valid driver's license with a clean driving abstract
- Comfortable driving in a mine site environment with heavy equipment traffic

HOW TO APPLY:

If you are interested in this opportunity and meet the qualifications outlined above, we encourage you to apply. Preference will be given to candidates with Advanced Food Safety certification and/or Red Seal certification.

Labrador Catering recognizes the Impacts and Benefits Agreements with the Innu Nation and the Nunatsiavut Government in which Innu and Inuit workers have first preference for employment at the Voisey's Bay Mine Site. It also recognizes a commitment to give qualified workers from Labrador priority for employment opportunities.

Innu Nation members and Nunatsiavut beneficiaries can also apply through Vale's Aboriginal Employment Coordinators.

Please ensure you include your full name, address, community and province when applying.

Interested applicants are encouraged to submit their resume despite the closing date

Email resume to: labcateringhr@eccltd.ca **Job**

Posting Date: August 1, 2025

Job Posting Closing Date: August 17, 2025 – PLEASE LIST JOB TITLE IN SUBJECT LINE