

Cafe Manager

Salary \$35,000

The Café Manager will work under the direct supervision of the Food Service Coordinator and Chef to provide the necessary support for the operation of the Steel Grounds Café.

You will also work to ensure the Café is properly prepped and stocked with the necessary ingredients. This position requires strict adherence to all policies and regulations for safety, hygiene and facility food preparation guidelines.

This position requires 40 hours of work per week. Scheduled hours of operation vary Sunday to Saturday, between 7:30am and 7:30pm. Guaranteed two days off a week. An appropriate schedule for you will be developed on a biweekly basis. You may also be required for additional support during peak hours in the café by busing tables, running errands and assistance with dishwashing.

Duties:

Prep Cooking Responsibilities

- Prepare and serve all menu items according to kitchen policies and procedures.
- Basic chopping and peeling of fruits and vegetables to support recipes.
- Preparation of salads, fruits and vegetables.
- Preparing soups, stocks and sauces.
- Packaging and proper labeling of meals.
- Support, encourage and supervise other Café staff

Food Handling and Safety

- Ensure quality and safety of food preparation by performing standard and any additional sanitary measures including sweeping of floors, cleaning and sanitizing surfaces, proper covering and storage of food items according to standards and procedures.
- Log all temperatures and record all cleaning duties as per kitchen standard operating procedures.
- Report any infraction in food services policies and procedures.

Kitchen Organization and Cleanliness

- Take pride in cleanliness and organization of the kitchen.
- Maintaining a high standard of cleanliness and organized workspace
- Dishwashing.

Café Management Duties

- Prepare bi-weekly staff schedule

- Maintain inventories ensure that all food and other departmental supplies are ordered and received in a timely manner so that adequate inventory levels are maintained to support volume or anticipated volume.
- Lead problem solving and decision making, and support decisions made by Coordinator for Cafe
- Ensure that Cafe activities operate in a timely manner.
- Maintain customer satisfaction and deal with any issues as they arise.
- Plan and prep for high production times throughout the day.
- Timely service.

Catering Support

- Set up and clearing of catering events and services, when required.
- Be kitchen lead in the event of Chef illness or absences.
- Contact Chef or Food Service Coordinator if a situation arises that requires approval.
- Maintain inventories ensure that all food and other departmental supplies are ordered and received in a timely manner so that adequate inventory levels are maintained to support volume or anticipated volume.
- Participate in problem solving and decision making, and support decisions made by team.
- Collaborating with and support the Chef with respect to the needs of the kitchen
- Solve problems that arise and take control of/responsibility for issues in the kitchen.
- Ensure that kitchen activities operate in a timely manner.
- Helps in the design of food and drink menu.

Other Duties/Responsibilities

- Arrive to work at the scheduled time.
- Demonstrate flexibility and fill in available shifts as required by staff.
- Follow instructions and take on new responsibilities and tasks.
- Stay productive at all times and prepare for future needs.
- Multi-task and work at an efficient and consistent pace.
- Perform other related duties as required.

Core Competencies

- Customer Focus
- Communication
- Teamwork
- Quality Orientation
- Problem Solving
- Accountability and Dependability

Required Skills and Certifications

- 3-5 years of kitchen experience required
- Supervisory experience an asset

- Food safety training and certification
- First aid/CPR training and certification
- Clear criminal background and vulnerable sector check
- Ability to lift up to 50lb
- A valid Nova Scotia driver's license
- Knowledge of methods and procedures for serving food, principles of sanitation, and principles of safe food handling
- Effective communication skills
- Highly flexible, with strong interpersonal skills that allow one to work effectively in a diverse and at times busy working environment
- Highly effective teamwork skills
- Attention to detail in all areas of work
- Strong work ethic and positive team attitude

Work Conditions

- Interacts with customers, clients, staff and visitors in a respectful manner
- Overtime as required

