



OAK HAMMOCK MARSH
INTERPRETIVE CENTRE

Café Coordinator

Position Summary:

The award-winning Oak Hammock Marsh Interpretive Centre is looking for a **Café Coordinator**. This position involves preparing hot and cold menu items and light baking, as well as catering for up to 50 people. The Coordinator will also be the lead in the kitchen, conducting inventories and ordering supplies, all while ensuring high quality control, food safety and excellent customer service. You are well-organized, detail-oriented, able to prioritize, enjoy working in a team environment and can multi-task.

Duties:

- Ensure kitchen is kept clean and organized, to health inspector safety standards
- Ensure food is stored and served as per provincial guidelines
- Create quality customer experience through service excellence, quality & presentation of food, cleanliness, and overall appearance of the café
- Operate and clean basic kitchen equipment and/or appliances
- Conduct regular inventories of food supplies and place food orders to restock kitchen
- Provide prompt service (plating food, clearing and wiping tables, washing dishes, etc.)
- Process sales, cash out, POS.
- Train new café employees

Education, Experience, Skills:

- Minimum education and experience: High School diploma
- At least three years of experience working in food services/customer service
- Certified food handler certificate is required, but may be attained after employment
- Experience handling cash/cash handling systems
- Strong interpersonal skills and ability to deal effectively with people
- Must be able to work independently and as a part of a team
- Must provide own transportation to and from the job location
- Must be willing to work days, evenings, weekends and holidays as required

If you are qualified and interested in this opportunity, please visit our [online career center](#) to submit your application for confidential consideration. **Closing deadline: September 10, 2018**

While we would like to thank all applicants, only candidates considered for an interview will be contacted.



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Canada's
Wetlands*

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CULTURES

2017