



## **Catering Supervisor – Krackers Katering**

**Reports to:** Sarah Barry – Operational Manager, Krackers Katering

### **JOB SUMMARY**

Are you a hardworking and qualified cook who loves to lead a team and has a keen eye for detail? Do you believe in the power of food to bring people and communities together? Apply for our Catering Supervisor position and work in an inclusive and professional environment at Krackers Katering.

Krackers Katering is a social business operating under the not-for-profit organization Causeway Work Centre that provides professional catering services to public and private organizations around the greater Ottawa area. Causeway's goal is to empower and support people with mental illness and other challenges to help them find rewarding work. The Catering Supervisor supports this goal by hiring and training people to gain skills in the hospitality industry while improving their self-confidence. The Catering Supervisor helps support Krackers staff by strengthening their employment skills while coordinating and performing the daily activities of catering and the in-house Snack Bar. The Catering Supervisor ensures that the kitchen is operating efficiently and that all orders are completed accurately and delivered on time. The Catering Supervisor will adhere to the policies and procedures of Causeway Work Centre and any funding guidelines.

Krackers Katering is committed to serving a solid double bottom line where earned revenues support people who face challenges to finding and maintaining a job by providing supported employment opportunities.

### **Duties and responsibilities**

- Adherence to all City of Ottawa and Krackers Katering Health & Safety requirements
- Work with employees who have experienced mental illness and other disabilities to support them in developing transferable job skills and work experience
- Hire, train and support Krackers Katering staff, along with the Operational Manager, in accordance with Krackers policies and procedures
- Ensure all catering orders are prepared and delivered as per the details of each contract
- Plan, organize and direct daily kitchen duties
- Complete Administrative Duties such as daily production sheets for kitchen and bakery, scheduling staff, food and catering product ordering, cash reconciliation, working with Microsoft Office Suite, employee timesheets, and EMH recording
- Plan weekly menus for the Snack Bar with staff
- Work with staff and the Operational Manager to expand and develop the catering menu emphasizing modern, healthy and delicious food including vegetarian and vegan options with special attention made to nutritional and dietary restrictions such as gluten-free and dairy-free.
- Develop a monthly and yearly inventory control system for food and products
- Ensure quality presentation and control of all food related items
- Work with the Operational Manager to market the business and solicit new customers

- Work with the other employees of Causeway Work Centre as it relates to client success and the development of transferable job skills and work experience
- Accompany the Hot Food Cook to catering events for the service of food items needing to be plated or served on-site
- Monitor and maintain all kitchen equipment, including cleanliness, along with staff
- Monitor, along with the Lead Driver, the cleanliness and functioning of the catering vehicles
- Communicate openly and clearly in a timely manner any issues that arise with the Operational Manager
- Work with the Operational Manager to ensure that the link between the Administration Office and the front line is working smoothly to the benefit of the staff and the catering customers
- Perform other duties as required

### **Qualifications and skills**

- Culinary Management Diploma required
- Excellent knowledge and a love of food! Keeps up to date with current trends in the industry with a focus on healthy options
- Minimum of 2 years cooking experience (specific to catering is preferred) at a supervisory level
- Extremely well-organized with an explicit attention to detail
- Understanding of social enterprises and a dedication towards social justice
- Ability to work long hours with a flexible schedule including evenings and weekends
- Must demonstrate excellent hygiene and a fitness level that allows long hours on your feet and the ability to lift 50 lbs.
- Time management and multitasking skills are essential
- Patience and the ability to communicate directions clearly and concisely to persons with mental illness or other barriers to employment
- Criminal Record Check
- Full license and Driver Abstract, ability to drive cargo vans
- Valid First Aid/CPR, Safe Food Handlers Certificate and Smart Serve

### **Working conditions and Remuneration**

- \$32,000 yearly, salary
- Full-time, 35 hours per week with overtime as required which will include some evenings and weekends
- Competitive benefits package includes health and dental, RRSP contributions, and vacation accrual

**PLEASE EMAIL YOUR RESUME AND COVER LETTER TO SARAH BARRY AT**

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