



## **Catering Supervisor – Crackers 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 communities together? Apply for our Catering Supervisor position and work in an inclusive and professional environment at Crackers Katering.

Crackers Katering is a social business operated by the not-for-profit organization Causeway Work Centre that provides professional catering services in 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 training and working alongside Crackers staff to strengthen their employment skills while coordinating and performing the daily activities of catering. The Catering Supervisor ensures that the kitchen is operating efficiently and that all orders are completed accurately and delivered on time.

### **Duties and responsibilities**

- Adherence to all City of Ottawa and Crackers Katering Health & Safety requirements
- Ensure all catering orders are prepared and delivered as per the details of each contract
- Plan, organize and direct daily kitchen duties
- With the cooperation of the Operational Manager, hire, train and support Crackers Katering staff, in accordance with Crackers policies and procedures
- 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 the cooperation of 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.
- 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
- Communicate openly and clearly with the Operational Manager in a timely manner any issues that arise
- 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 attention to detail
- Understanding of social enterprises and their role in building inclusive communities
- Ability to work a flexible schedule including evenings and weekends
- Excellent hygiene and a fitness level that allows working 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

**Reports to:** Operational Manager, Krackers Katering

**Working conditions and Remuneration**

- \$35,000 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 LUANNE GAUVREAU AT  
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