



empowering people, strengthening our community

22 O'Meara Street, Ottawa, Ontario K1Y 4N6 (613)725-3494 fax:(613)725-9913 causewayworkcentre.org



Do you have a passion to make great food and have an impact on improving the lives of others? Do you enjoy being part of a dynamic organization with a team of diverse talented people who make a difference in our community each and every day?

Join us to be part of a growing community organization that strives to create employment opportunities that foster personal wellbeing and economic independence.

Position Opportunity: Manager, Krackers Katering

Posting Period: July 22 to Aug 7, 2019

Department:	Social Enterprise
Program/Service:	Krackers Katering
Position Status:	Full-time, Permanent
Position Summary:	<p>Krackers Katering is a social enterprise that provides great food through our professional catering services across the National Capital Region. Krackers Katering operates under the Causeway Work Centre with a mission to help people who face barriers to employment gain skills and successfully participate in the labour market.</p> <p>The Manager oversees all areas of the social business operations including staffing, training development, account management, food menus, supplies and business administration. The Manager leads a team of 5 core staff with approximately 15 part-time and casual support workers. The Manager is also part of the Strategic Management Team representing leadership from the various Causeway Work Centre departments.</p>
Responsibilities:	<ul style="list-style-type: none">▪ Build and lead a team of motivated and dedicated food services cooks, line prep and support staff.▪ Ensure industry-related training and employment opportunities are provided to Causeway Work Centre clients who have experienced barriers to employment, including but not limited to mental health challenges and other disabilities.▪ Research and lead the creation of delicious food menus and customized dishes.▪ Oversee supply orders, contracts and equipment management inventories.▪ Oversee catering schedules for customer orders, deliveries and staffing.▪ Oversee and contribute to daily catering operations.▪ Oversee customer account quotes and invoices.▪ Manage an operational budget including revenues and expenses.▪ Manage the administrative and HR reporting requirements.▪ Research and lead the building of business opportunities and customer relationship management practices.▪ Contribute as a Manager to organization-wide strategic and program developments.▪ Perform other duties as required.

Qualifications:

- 2 to 3 years' experience working within the hospitality industry, with a strong emphasis on food services
- Food services or hospitality training diploma or certificate is a strong asset
- 2 to 3 years supervising a team of 5 or more staff to deliver excellence in customer service
- Experience managing accounts and building strong customer relationships
- Experience working with and coaching diverse people
- Knowledge of mental health, disabilities and supported employment considered an asset
- Knowledge of food costs, suppliers and product options is a strong asset
- Catering & event planning considered a strong asset
- Ability to use Microsoft Office products, social media channels, Quick books and Customer relationship software.
- Drivers license required

Compensation:

- Annual Salary with a competitive benefits package including health & dental, RRSP contributions, vacation and professional development.

**PLEASE EMAIL YOUR RESUME AND COVER LETTER TO LUANNE GAUVREAU AT:
LGAVUREAU@CAUSEWAYWORKCENTRE.ORG**

Causeway is an inclusive workplace and encourages qualified candidates from diverse backgrounds and who have faced barriers to employment, including those who may need accommodation, to apply to join our staff team. Please advise if you require accommodation throughout the recruitment process.

We thank all applicants for their interest but only those selected for further consideration will be contacted.