

Job Posting Supervisor – Krackers (Catering)

Title: Supervisor – Krackers (Catering)

Classification: This is a unionized position

Type: Full-Time

Location(s): Ottawa

Annual Salary Rate: \$40,000 per annum

Benefits: Group benefits & RRSP's (to start after successful completion of probationary period), generous vacation, sick, appointment & personal time & full access to an inhouse gym and free meals from time to time.

Hours: Standard work hours are 35 hours/week, however work schedule may include overtime, evenings and weekends as required.

Employer: Causeway Work Centre

How To Apply: Please submit your cover letter and resume to bcadiz@causewayworkcentre.org

Closing Date: January 31, 2025

About Causeway

Causeway is a not-for-profit agency that empowers all people by helping those with mental illness and other challenges find meaningful work. We have a desire to see people treated with dignity and respect. We believe that there is no limit to anyone's potential. By leveraging their talents and abilities, we work to shift society's perspective regarding people whose value has not yet been recognized.

Krackers is a social enterprise that was created to achieve both social and economic impacts. Krackers is staffed by a team of individuals who have experienced barriers to employment, including those who have mental illness, disability and other challenges. Since 1999, Krackers has grown into a successful social enterprise where over 150 people have gained invaluable training and work experience enabling them to transition to other employment opportunities within the community.

Working Conditions

Working with vulnerable people who have various barriers to employment, including those with mental illness, addictions, housing instability or homeless, disability and more. Work schedules may vary and include evenings or weekends as required.

About the Role

The Kitchen Supervisor will work under the supervision of the Operational Manager overseeing a team of client-employees in the performance of their duties. The Kitchen Supervisor will be responsible for various tasks including cooking and menu preparation, skills building and training, consumer relations, various administrative tasks and more.

Duties & Responsibilities

- Plan, organize and direct daily kitchen duties as outlined by the Operational Manager.
- Participate in and ensure catering and service orders are prepared and delivered as per the details of each contract.
- Provide industry related training and support to Krackers client-employees.
- Contribute to the expansion and development of catering and service menus.
- Complete and assist with hiring and on-boarding, training, payroll submissions, scheduling, filing, staff



- coverage, supply and order management and other applicable administrative paperwork.
- Work with vulnerable client-populations including those with mental illness, disability, and other barriers to employment.
- Assist with social media marketing efforts at the direction of the Operational Manager.
- Manage inventory, complete supply and order management processes and ensure documentation is accurately completed.
- Adhere to and ensure all client-employees are following health and safety requirements.
- Understand and adhere to all agency policies.
- Complete consumer relations tasks such as liaising with customers, creating estimates and invoices, curating feedback/client-satisfaction surveys and maintaining customer databases.
- Work in collaboration with other Causeway social enterprises and programs as required.
- Assist client-employees with skills building to support transitions to leadership roles and transitions to community-based employment when applicable.
- Accurately maintain client files and client online databases (EMHware) to agency and funder standards.
- Work in collaboration with the Operational Manager on financial and budget management.
- Additional duties as required.

Qualifications & Experience

- Education: High School Diploma Required; post-secondary considered an asset.
- Experience: 1-2 years of industry-related work experience, cooking and/or working in a commercial kitchen environment, catering or other relevant work experience.
- Language: English Required; bilingualism considered an asset.
- Recent and Valid Police Records Check required.
- Valid Class 'G' driver's license and clean driver's abstract required.
- Management & supervisory experience considered an asset.
- Effective time management, organization and leadership skills.
- First Aid/CPR & WHIMIS Required; training will be provided.
- Strong communication skills, both written and oral.
- Exceptional problem solving and critical thinking skills.
- Safe food handler's certification required
- Smart serve certification considered an asset
- Strong knowledge of Microsoft office applications considered an asset.
- Provide coverage when required/directed – inclusive of working evenings and weekends as needed.

We thank all applicants, however only those selected for an interview will be contacted.

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.