

Job Title:

Canteen Manager

Location:

CIH Arena, Rockland, Ontario

Overview:

The Canteen Manager is responsible for the effective and efficient management of the Rockland Nationals Jr A canteen and the provision of quality, nutritious and appealing food priced in such a way that is accessible to all patrons whilst generating an appropriate return on investment.

Tasks & Responsibilities:

Canteen Management:

- Plan, organise, monitor and lead all aspects of the daily operation of the canteen.
- Provide leadership, supervision and training to canteen staff and volunteers to ensure the delivery of an efficient, quality and affordable food service to the patrons
- Ensure all canteen staff and volunteers provide a high level of customer service to all patrons
- In collaboration with the Owners, monitor and review food product sale prices with a view to achieving an appropriate balance between sales volume, profit margin and value for money without compromising quality.
- In collaboration with the Owners, actively participate in the annual budget process including identifying capital requirements.
- Negotiate with local suppliers to source quality ingredients and products at highly competitive prices.
- Monitor and maintain stock at optimal levels and undertake regular stock takes.
- Actively monitor the CIH Arena calendar, weekly and daily bulletins in order to predict and plan for daily demand in order to satisfy customer needs and minimise wastage.
- Order supplies as required and check deliveries against invoices and delivery dockets.
- Count, reconcile and record the daily takings in accordance with internal procedures.
- Facilitate an industrious, harmonious and enjoyable working environment for all canteen staff and volunteers.

Chef/Cooking Functions:

- Attend to and supervise the preparation, cooking and delivery of quality, nutritious, consistent and well presented food for sale.
- Design, implement, promote, monitor and review an appealing daily and weekly menu and product offerings to maximise sales without compromising food quality.
- Analyse and understand patrons purchasing habits and tastes in order to develop and implement appropriate menu strategies and product offerings.
- Implement food safety procedures and processes to ensure that correct food handling and hygiene practices are used to prevent food spoilage, contamination and illness.

- Minimise wastage through the adoption of good food preparation and food handling techniques.

Hygiene, Health & Safety

- At all times ensure a very high standard of hygiene and cleanliness in the canteen through an appropriate regime of daily and other regular cleaning.
- Ensure the health, safety and welfare of all canteen staff and volunteers (including self).
- Ensure all canteen staff and volunteers understand and adhere to correct food handling and hygiene practices.
- Ensure all canteen staff and volunteers understand and adhere to safe operating procedures for all kitchen equipment and appliances.
- Ensure all canteen staff and volunteers understand and adhere to safe manual handling techniques.
- Undertake regular formal health and safety audits and canteen risk assessments.
- Immediately report health and safety hazards, incidents and accidents as well as maintenance issues to the Owners.
- Attend to daily security matters in the canteen including locking of doors and windows, securing cash, restricting entry and access and switching off equipment and appliances.

Authority:

Working within the parameters set by the Owners, the Canteen Manager functions with a degree of autonomy in respect of the daily management and operation of the canteen whilst recognising the collaborative nature of the role.

Knowledge, Skills Experience & Qualifications:

Essential requirements of the position

- Trade qualifications as a chef or in cookery / commercial cookery.
- A passion for cooking good food and providing first rate customer service.
- Successful experience in a comparable role.
- Irrefutable honesty, reliability, commitment and work ethic.
- Ability to function effectively as both a leader and member of a team.
- Excellent communication and collaboration skills.
- Strong time management, organisational and decision making abilities.
- Sound business and financial acumen.
- Good levels of physical fitness in order to meet the physical demands of the role.
- An excellent practical understanding of health and safety and hygiene in a kitchen environment.
- Smart Serve Ontario certified (or willing to take certification)

To apply for this position, please submit your resume with cover letter, by August 15th to :
RocklandNatsJrA@hotmail.com