

## COMMUNITY CAFE ATTENDANT

### JOB DESCRIPTION

Big Brothers Big Sisters has the opportunity to facilitate employment for youth with diverse needs and abilities. The aim of this project is to engage more persons with varying needs in initiatives offering more opportunities for personal and vocational skill development, workplace experience, and to encourage participants to make a successful transition into the labour market.

Participants' needs and abilities may vary and could include youth with physical disabilities, developmental/intellectual disabilities, learning disabilities, mental health challenges and/or other qualities that may currently act as a barrier to gainful employment.

#### Job Posting Details:

**Location- West End Hub**

**Position Timeline- August 2021- July 2022**

**Hours- 25-35 hours per week**

**Rate- \$15.00/hour**

**Interviews starting Tuesday July 27th, 2021**

**Training begins the week of August 9th, 2021**

#### **Job Summary**

Community Cafe Attendants will play a critical role in the organization and preparation of foods and services at BGC South East. This position will support the Community Cafe Manager with greeting customers, staff and visitors entering our facilities and will be committed to delivering an exceptional customer experience in the food service industry.

Cafe Attendant candidates may have a general knowledge and understanding of health and safety/kitchen cleanliness, and other food preparation, hospitality and customer service skills. However, after successful completion of the program, participants in the *Community Cafe Attendant* position, will have acquired the following skills and experience:

#### **KEY RESPONSIBILITIES**

- Preparing daily opening procedures for the Community Cafe (tidying, stocking, preparing a cash float, preparing food and coffee).
- Assisting Cafe Manager with food preparation tasks. This includes ensuring all areas of kitchen food prep, as well as ensuring food storage areas are clean and properly sanitized, washing and cleaning utensils and dishes according to Public Health guidelines, and ensuring they are stored appropriately.
- Participating in various workshops that teach and promote life skills such as resume and cover letter preparation, mock interview skills etc.

- Supporting existing food programs such as “school lunch bag” programs and daily healthy snack programs. This will include preparing To- go meals and snacks to meet all dietary restrictions. Ex. gluten free, dairy free.
- Supporting the operation of the Community Cafe by greeting, seating and serving food and drinks to customers, in a timely manner. Taking payments for food orders, and bussing/cleaning tables after each use.
- Participate in a minimum of 2 “co-op” placements within the organization or externally to gain additional skills and experience in the food service industry.
- Preparing Boys and Girls Club After School snacks and Camp lunches
- Aiding in budgeting, grocery shopping and menu preparation guidelines.

### **ADDITIONAL REQUIREMENTS**

- Must be between the ages of 15-30 years old
- Must be able to demonstrate/identify existing barriers to obtaining/retaining gainful employment
- Must be available for shifts ranging between the hours of 8:00am-6:00pm Monday to Friday, with possibilities of evenings and/or weekends
- Commitment to a 1 year contract
- Criminal Reference Check (including Vulnerable Sector Check) completed in the last 6 months

### **APPLICATION PROCESS**

Submit resume to the attention of:

Kerri Brooks  
Manager, Youth Employment Program  
[kerrib@bgcsoutheast.ca](mailto:kerrib@bgcsoutheast.ca)

We thank all those who apply, however only successful candidates will be contacted for an interview