



We're Recruiting For...

Director of Food Services

As a member of the Operations team and reporting to the Chief Operations Officer, the Director of Food Services is actively involved in the on-going strategic planning and business operations for all of the Centre's Food Service activities, including Mavor's restaurant and catering for internal and external clients.

The Director of Food Services leads the vision and implementation plans, connecting teams in the kitchen, front of house/restaurant, and catering. The Director's responsibilities will include:

Finances & Operations

- Developing and overseeing plans, processes, and policies related to the food services
- Developing and managing budgets and inventory procedures for all Food Service operations, including food, labour, maintenance/facilities, and supplies
- Working closely with the Finance Department to establish procedures, produce reports, create and maintain financial records and documentation
- Ensuring compliance with all relevant legislation with respect to food storage, preparation, liquor licensing, staff training, and OHSA;
- Implementing auditor and inspector recommendations and providing skills development training to the responsible managers/staff as needed
- Leading and participating in the Centre committees and working groups as needed
- Ensuring staff participation and fulfillment of duties with respect to the Centre's Health & Safety Committee
- Preparing reports for presentation to the Board of Directors

HR Leadership

- Leading and managing a team of direct reports, including the Food Service Manager, Chef / Kitchen Manager, and Restaurant Manager
- Developing and updating position descriptions and employment agreements
- Preparing and managing schedules, and staff use of Vacation Leave, and Time-In-Lieu
- Conducting annual performance appraisals and implementing performance improvement plans as needed
- Supporting the Managers with recruitment and onboarding, staff training, resolving interpersonal conflicts, managing performance, and addressing disciplinary issues

- Modeling the Centre’s Organizational Values & Leadership Behaviours in all aspects of the work

The Director of Food Services will have (the):

- Strong financial and business acumen, including budget development and tracking;
- Ability to prepare and analyze reports and provide recommendations;
- Strong computer skills, and specifically Windows, Microsoft Office (Word, Outlook, and Excel), Point of Sale systems, and event management software;
- Exceptional administrative, organizational, and planning skills for implementing projects and initiatives in a large, non-profit, multi-stakeholder organization;
- Superior communication skills, both oral and written, adaptable to a variety of audiences; and
- The ability to work flexible hours to fulfill essential duties of the position.

Candidates must have:

- 5 years or more of progressive experience leading to a management role in Food Service or Restaurant Operations, or a related position;
- Bachelor’s Degree in Business Administration or equivalent combination of education and experience in a related field;
- High level of proficiency with the English language for speaking, reading, writing, and comprehension in a professional setting;
- Experience in managing five or more staff in a fast-paced organization

The following would be considered an asset:

- Knowledge of, or previous experience working with, Theatres, Art Galleries, and/or Museums; and
- Bilingualism (French/English).

How To Apply

by email at careers@confederationcentre.com to the attention of Stephanie Gallant, HR Manager or in hard copy during regular business hours at the Security Desk. We appreciate the interest of all applicants for this position. However, only candidates selected for an interview will be contacted.

Confederation Centre of the Arts is committed to providing equal opportunities in employment. We welcome and encourage applications from people with disabilities and upon request will accommodate candidates taking part in all aspects of the recruitment and selection process.

Closing Date: Sunday, June 23, 2019