

## We're Recruiting For...

# Restaurant Manager

As a member of the Food Services management team and reporting to the Director of Food Services, the Restaurant Manager is responsible for all aspects of the Mavor's front of house restaurant operations at the Centre.

In collaboration with the Food Services management team, the Restaurant Manager leads and aligns the Restaurant team with the Centre's strategic planning priorities for operations. The Restaurant Manager's responsibilities include, but are not limited to:

- Overseeing the day-to-day operations in the restaurant, bar, and on the patio;
- Ensuring the cleanliness and maintenance of the restaurant facilities;
- Managing assigned budgets related to bar and labour costs;
- Leading the recruitment, performance management, training & development of the restaurant's front of house team;
- Assisting in the development and implementation of plans, processes, and policies related to the Centre's food services and restaurant operations;
- Ensuring the restaurant is represented on and actively involved in the efforts of the Centre's Joint Occupational Health & Safety Committee; and
- Modeling the Centre's Organizational Values & Leadership Behaviours in all aspects of the work.

Candidates interested in applying for this position should have:

- 5 years or more of progressive experience working in a restaurant and leading to a supervisory or management role;
- Post-secondary education in business administration, culinary arts, or a related field or an equivalent combination of training/ experience;
- High level of proficiency with the English language for speaking, reading, writing, and comprehension in a professional setting;

- Experience in supervising or managing a dynamic, multi-disciplinary team;
- Experience working collaboratively with the Kitchen, Catering, and Management teams;
- Strong leadership skills and the ability to build and maintain professional relationships with internal and external stakeholders; and
- Experience managing and reporting on bar inventories, and labour costs.

The following would be considered an asset:

- Bilingualism (French/English); and
- Previous experience or personal interest in the arts, culture, and/or tourism industries.

### How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of Rob Warren, Food Services Manager by email at [rwarren@confederationcentre.com](mailto:rwarren@confederationcentre.com) or in hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

We appreciate the interest of all applicants for this position. However, only candidates selected for an interview will be contacted.

**Closing Date: 12pm Noon Monday July 8, 2019**

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.