



55 Gould St, Toronto, Ontario, M5B 1E9
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ryersonstudentcentre.ca

Internal Job Posting: Oakham Café Server (Part Time)

Hours: 12 – 24 hrs.

Date: August 22, 2017 11am

Location: Ryerson Student Centre (Toronto) **Wage:** \$11.43

Reports: To Lead Hand on Duty

The Oakham Cafe located in the Ryerson Student Centre is looking to hire part time Café Servers.

GENERAL DUTIES

- Provides excellent customer service to guests of the Oakham Café at both tables and the counter;
- Produce specialty coffees and other beverages according to Oakham Café recipes and guidelines;
- Responsible for taking customer orders at either the service counter or at assigned tables;
- Ensure all special requests, modifiers and instructions on all food items have been fulfilled before delivering it to the customer.
- Ensure all meals are properly put together, look pleasant, with the appropriate side before delivering to the customer.
- Maintain an understanding of the menu and all ingredients and be able to answer questions related to this for our customers.
- Provide customers with any additional items they may require including cutlery, menus etc...
- Responsible for the delivery of food and/or beverages to all guests in the Oakham Café;
- Perform cleaning duties including but not limited to clearing tables, cleaning tables, sweeping and mopping to maintain the overall cleanliness of the Oakham Café,
- Cleaning and maintaining equipment according to guidelines;
- Conducting and maintaining regular inventory on goods and wares;
- Reporting to Management any day to day discrepancies in inventory, food quality or customer satisfaction;
- Assisting in staff training when necessary;
- Conducting cash-out procedures while ensuring accuracy and accountability at all times;
- Ensure all internal-controls and procedures related to cash handling and loss-reduction are followed.
- Must comply with all applicable laws of Canada, the Province of Ontario, and the City of Toronto including but not limited to those regulations provided by Toronto Public Health, the Alcohol and Gaming Commission of Ontario, the Ministry of Labour, the Ministry of Agriculture and Food, and the Ministry of Health.
- Other duties as assigned;

QUALIFICATIONS

- Experience working in a fast-paced restaurant or café.
- Knowledge of Coffee and Tea service.
- Outgoing and friendly personality.
- Ability to work under pressure.
- Ability to prioritize multiple tasks.
- Able to work days, evenings and weekends as necessary
- Smart Serve Certification

Equity Statement:

The Ryerson Student Centre is committed to employment equity and encourages applications from diverse communities, including: Aboriginal people, persons of colour, persons with disabilities, members of the queer community, Transgender people and women.

Persons with disabilities are encouraged to come forward at any stage of the recruitment process to request accommodations, if needed. Members of our team will consult and create processes that provide individuals with disabilities the best possible recruitment experience.

Applying:

We thank all who apply, however only qualified candidates will be contacted for an interview. Please no phone calls.

Please submit resume and cover letter to jobs@ryersonstudentcentre.ca by Mon Aug 28, 2017 11am.