

## **Catering & Food Event Assistant**

### **Capital Fare Café/Baccanalle**

**Ottawa, ON**

**Anticipatory Staffing (candidate pool creation)**

**WHO CAN APPLY:** Canadian citizens residing in Canada or permanent residents of Canada.

**HOW TO APPLY:** send resumé and cover letter outlining your skills, experience and interest in this job to: [resa@baccanalle.com](mailto:resa@baccanalle.com). 2 references will be required at the time of interview.

#### **IMPORTANT MESSAGES:**

Our intention is to screen the resumé and cover letters received and select candidates for interviews. Only candidates that are selected for interview will be contacted and 2 references will be required at the time of interview. Applicants who apply to this selection process must include in their application a valid e-mail address and make sure this address is functional at all times and accepts messages from [resa@baccanalle.com](mailto:resa@baccanalle.com).

Preference may be given to candidates that have experience with at least some of the identified duties. Personal suitability and references will be key considerations in choosing the person to be appointed.

#### **POSITIONS:**

- Various casual, occasional opportunities

#### **DUTIES**

- Assembling, packaging, serving food to clients (in café, in building, for catering, offsite at events).
- Ensuring the food service and staging areas are clean and hygienic
- Disposing of garbage and recycling
- Organising catering and event supplies
- Unloading, loading, receiving, labeling, storing and setting up and plating food, tables, catering equipment.

#### **REQUIREMENTS – PERSONAL SUITABILITY**

- Capable of lifting and carrying items weighing up to 20 kg in accordance with general safety practices
- Wear approved (supplied) headgear, aprons, tshirts and chef jackets as required
- English essential
- Ability to communicate orally
- Effective interpersonal skills
- Dependability
- Initiative

#### **REQUIREMENTS – EDUCATION**

- Ontario Secondary School Diploma or equivalent

#### **ASSETS**

- Post-Secondary Culinary or Catering or Hospitality Diploma/Certificate
- Bilingual (English, French): comprehension, oral
- Valid Food Handler's Certificate
- Experience and effective performance of more than one year in a food service, hospitality food production, customer service or catering capacity
- Experience with cashier duties or operating a point of sale terminal

**Work environment**

Capital Fare Café is located in a professional building located in Ottawa Ontario. It is easily accessible as it is in close proximity to major streets and OC Transpo bus routes. Parking is available onsite for an additional and other parking options exist in the neighbourhood. Service is provided in English and in French due to the needs of the clientele in this area. For information on Capital Fare Café please search online for Capital Fare Café or social media @capitalfarecafe.

Catering or events would most often take place offsite within the National Capital Region. Transportation would be provided to and from café or employees will meet at the designated location if within 25km of the downtown core. Transportation home will be provided if the event finishes after 10pm and or starts before 7:30am.

**Intent of the process**

A pool of qualified candidates may be established and may be used to staff similar positions in the future.

**Hours of Work**

- Various Occasional & Casual Positions: Weekends, Weekdays, Weeknights

**Conditions of employment**

- References
- Personal suitability
- Bondable
- Canadian Citizens or Permanent Residents of Canada
- Capable of lifting and carrying items weighing up to 20 kg in accordance with general safety practices
- Wear approved (supplied) headgear, aprons, t-shirts and chef jackets as required