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Casual Café Attendant/Grill Cook

The vision and goal of Community Inclusions Ltd. is to support the person with an intellectual disability in important life experiences including the following: Have a physical presence in the community; Being involved with community activities/groups; Having personal relationships and friends; Learning and developing skills and abilities; Making decisions – taking control; and being respected – having a good reputation.

POSITION:

- Casual to part time Café Attendant/Grill Cook as outlined in the Employee Manual
- Salary as outlined in the Employee Manual

Purpose:

This position is to provide relief to permanent Café Attendants and Grill Cooks. The Café Attendant provides front and back of house support for the Maple House Bakery & Café. Schedules are on an on-call basis and can include weekday shifts with the expectation of possibly every 2nd weekend. The employee in a casual position would be expected to work on a casual basis as needed throughout the weekdays and weekends. Hours of work would vary between the hours of 7:00am and 4:00pm through the weekdays and 7:00am to 3:00pm during the weekends.

RESPONSIBLE TO: Site Manager

Job Overview: The Maple House Bakery & Café is a not-for-profit division of Community Inclusions that produces various bakery products and has a sit down 30-person café with an emphasis on a breakfast and lunch menu.

Maple House Bakery & Cafe is also a supported employment site for persons with intellectual disabilities and is used to help people develop both their work and social/life skills.

Some of the monies raised at the bakery - café are reinvested into the various programs offered by Community Inclusions. It is important to note that, while you will work in the presence of clientele who are part of our program service offered by Community Inclusions Ltd., your focus will be on the duties and responsibilities of Maple House Bakery & Café.

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The café prepares and produces a large proportion of the menu items featuring home made style within house made baked goods, so care is taken in preparing and presentation of all food and beverage menu items. This position also supports the Tourism Industry during busy periods in the summer which may include providing visitor information, answering phone calls to take orders and other general administrative duties.

As part of a team, the Café Attendant supports his fellow colleagues to coordinate daily café operations including:

- Working as part of a team.,
- Opening and closing the café.
- food/drink prep and service, putting away of ordered stock etc.
- Various food preparation, hot and cold items.
- Working a cash registrar.
- Interacting with the public and providing customer service.
- Working closely with other café and bakery staff as well as Maple House Support Staff.

Grill Cook Duties:

Execute all kitchen operations, ensuring all prepared foods meet restaurant safety and health standards.

Essential Functions:

- Cooks, assembles and wraps food items, stocks all needed products and preparation materials in a clean and safe manner.
- Controls food production process.
- Completes assigned prep work for stocking and set up of grill area.
- Stocks and executes proper rotation of products.
- Clean work area, organize and stock needed items. Move various food, paper and cleaning items from other sections of building (or outside building) to immediate work area.
- Work as a “team” member to assure constant and consistent quality, service, cleanliness and value to each customer.
- Properly and safely operates and maintains restaurant equipment including grill, ovens, freezer and other related cooking equipment while following all health and safety standards.
- Be pleasant and alert to customer needs.
- Quickly and accurately prepares food products following restaurant, health and safety standards and procedures quickly and accurately.
- Communicate clearly, quickly and politely with co-workers to ensure correct order is served to the customers.

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Resumes can be dropped off at the Maple House Bakery & Café at 76 Ellis Avenue or at Community Inclusions Administrative Offices-Apartments located at 24 North Street. For further information contact 902- 726-3144 or 902-859-1875

Reference ID: 20211201-Casual Café Attendant/Grill Cook

Job Types: Casual to Part-time,

Salary: starting from \$13.50 per hour

COVID-19 considerations:

We are requesting that all staff be fully vaccinated. The Maple House Bakery & Café follow all protocols put in place by the PEI CPHO.

Acknowledgement of receipt by Employee

I have read, I understand, and I agree with this job description. I also recognize that the job description can be changed at any time, by management, according to the needs of the business. I also understand that the employer can request a new signature, following modification of my job description.

Employee Signature: _____ Date: _____

Employer's Signature: _____ Date: _____

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**Date Revised:
December 2021**