

Job Posting

Job Title:	Café Assistant	Job Number:	17-EC-07
Status:	8 Month Contract, Part-time (21 hrs per week)		
Department:	Employment Services	Union:	Included (CUPE)
Salary Level:	Level 2 - \$39,609 (Start Rate) \$41,136 (Job Rate) - Prorated		
Posting Date:	August 11, 2017	Posting Close:	August 25, 2017

Dixon Hall Neighbourhood Services is multi-service agency located in the heart of east downtown Toronto. For 87 years, we have been touching the lives of thousands of our community's most vulnerable residents by providing a range of programs and services across every stage of life.

Dixon Hall Neighbourhood Services is currently accepting applications from qualified candidates for the position of Café Assistant. Reporting to the Social Enterprise Manager, the Café Assistant will assist with product preparation, sales, and provision of excellent overall customer service at Dixon Hall's Show Love Café. As a key member of the café team, the Café Assistant will play an integral role in the continued growth and success of the Show Love Café.

Responsibilities:

- Create the highest level of customer service experience from beginning to end of each interaction with customers and clients
- Deliver only quality food
- Assist in the set-up, take down, and cleaning of the café and kitchen according to procedure on a daily basis as required
- Assist with the preparation of food and customer orders
- Assist with catering orders and special events
- Follows proper food preparation methods and presentation techniques
- Cash handling processes within the café
- Opening and/or closing the café as required
- Operate the café on Saturdays from 10:00am - 5:00pm

Qualifications:

- Previous experience in food preparation, cooking, and kitchen management
- Certified Food Handler Certification would be an asset

- Excellent customer service skills
- Commitment to great customer service and aims to exceed customer expectations
- Strong verbal and written English communications skills; other languages an asset
- Ability to reach, bend, stoop, and frequently lift up to 40 pounds and to work in a standing position for long periods of time
- Satisfactory criminal background check

To apply, please email your resume and cover letter as a single Word or pdf document to hr@dixonhall.org before **August 25, 2017 at 4 p.m.** quoting File #17-EC-07 in the email "Subject" line.

Internal Applicants please mark "internal" on envelope and/or put same in the subject line if applying by email.

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted for an interview, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.