



Café and Catering Coordinator

The Hungry Heart Café is looking for an energetic Café and Catering Coordinator with heart to oversee daily operations at our well known restaurant and social enterprise at Rawlins Cross. In addition to catering and a busy café, the Hungry Heart is an innovative food services training program operated by Stella's Circle. Stella's Circle serves a community of people who have experienced personal and health-related challenges that prevent them from full and active participation in our community.

You are a creative, passionate, outgoing problem solver with experience in a dynamic food service environment. You naturally build relationships with customers and the people you work with. You welcome the opportunity to share your skills and are able to inspire others with your love of fine food and service. If you have an attention to detail and an ability to satisfy both catering and dine-in customers, then we would love to meet with you.

Duties include:

- ensuring the best customer service experience for catering and the café;
- promoting the restaurant and catering growth through social media, direct marketing, outside sales calls and on site promotion;
- managing internal controls for all cash, debit, credit and invoicing;
- using Microsoft Office Suite for café administration and payroll;
- supervising, supporting, and scheduling service staff;
- using the POS system for daily sales and to provide reports;
- overseeing the esthetic and atmosphere of the Café;
- supporting operations through monitoring, ordering/renting applicable inventory as necessary;
- other duties as required.

The successful candidate will have five years of service and supervisory experience with a diploma in a related field. A combination of education and experience will be considered. Completion of WHIMIS, First Aid and Food Safety Training are preferred. A valid driver's license and access to a vehicle are essential.

Please send your cover letter and resume by February 11th to:

HR Specialist - Stella's Circle
142 Military Road, St. John's, NL, A1C 2E6
Fax: (709) 738-7808
Email: Recruitment@StellasCircle.ca
www.StellasCircle.ca

About Stella's Circle

Stella's Circle is a leading community organization that works with over 1000 participants each year, providing employment services, residential and non-residential counseling and supportive housing. Our organization has over 125 dedicated staff and 70 volunteers operating within an \$9 million budget. Details: www.hungryheartcafe.ca; www.StellasCircle.ca