

Café Coordinator

0.8 Full-Time Equivalent (FTE), Permanent

As the Café Coordinator, you oversee the daily operations of folio café and are responsible for coordinating team efforts, planning day-to-day tasks, and ensuring high-quality food and beverage preparation. In this position, you will divide your time between two primary responsibilities: front of house service and back of house coordination; overseeing a team of baristas, preparing and serving food and beverages, and coordinating daily tasks including cooking soup, sandwich prep, and maintaining inventory. In this position, you are a consistent presence at folio café and offer a proactive approach to team leadership and day-to-day operations.

KEY AREAS OF RESPONSIBILITY

- Coordinate and support café staff in daily food and beverage preparation and service.
- Oversee daily soup preparation, ensuring consistency and quality.
- Monitor and maintain inventory levels; place orders and retrieve products as necessary.
- Provide training, coaching, and performance feedback to team members.
- Monitor beverage quality and consistency, ensuring high standards are maintained.
- Address customer concerns with professionalism, empathy, and care.
- Manage staff scheduling in collaboration with the Director of Food Services, balancing operational needs with labour costs and assist with recruitment as necessary.
- Ensure compliance with health and safety regulations including food safety, sanitation, and hygiene standards.
- Work with the Director of Food Service on menu development and planning seasonal menu variations.
- Participate in the execution of special events and catering services as required.
- Contribute to maintaining folio's online presence as required.

WORKING CONDITIONS

The Café Coordinator position works in a fast-paced restaurant environment, experiencing high volume periods and frequent deadlines. This position may be required to stand for long periods of time, perform repetitive tasks, and lift heavy items up to 23kgs. Working in a kitchen setting, this position works with sharp utensils, hot surfaces, and various cleaning chemicals. During peak periods, the Café Coordinator may experience extended hours, requiring flexibility.

WHAT YOU OFFER

- A commitment to the Christian faith, the church, and the mission of CMU.
- Manitoba Food Handlers Certificate or willingness to obtain one.
- Experience supervising staff in a food service environment.
- Experience cooking in a commercial kitchen environment.
- Demonstrated understanding of and interest in specialty coffee service, science, and equipment.
- Excellent knowledge of food safety regulations and compliance standards.
- Sound interpersonal skills, capable of motivating, leading, and developing.
- Strong time management and problem-solving skills demonstrated in a high-pressure environment.
- Creative and resourceful.

WHAT WE OFFER

- Extended Health, Dental, & Vision Benefits
- Employer Matched Defined-Contribution Pension Plan
- Comprehensive Paid Time Off
- Tuition Scholarship Benefit Program for eligible employees and dependents
- Employee and Family Assistance Program

HOW TO APPLY

We want to learn more about you! Please submit your cover letter and resume to hrdirector@cmu.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Closing Date: Open until May 9, 2025.

Canadian Mennonite University is committed to employment equity while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders.

If accommodations are needed, please send your request to hrdirector@cmu.ca.