

## **Employment Opportunity**

### **Food & Beverage Duty Manager**

#### **Civic Theatres Toronto Toronto, Canada**

The Food & Beverage department is currently accepting applications for the role of a “Food & Beverage Duty Manager”. This is a part-time seasonal position for an experienced and outgoing team player who will deliver exceptional service in multiple food & beverage capacities at any of our Civic Theatre Toronto’s locations as required. The major service component is operation of all concessions and bars during public events.

#### **RESPONSIBILITIES:**

- Supervise employees and ensure that all company policies and procedures are followed
- Act as a liaison for management and front line employees
- Communicate with management and inform them of any staff or patron service concerns
- Ensure concession stands and surrounding areas are set up and maintained to meet required standards
- Ensure the concession stands and surrounding areas are kept sanitary before, during and after each event
- Ensure all employees are adhering to proper food handling procedures
- Prepare concession stand inventory forms and event closing procedures
- Assist with sales and labour forecasting
- Ensure all cash handling and cash register functions are performed in an accurate and consistent manner
- Maintain product costs controls
- Train and develop employees to maintain and uphold customer service and operational standards
- Responsible for accuracy and completion of opening and closing inventories, deliveries and spoilage
- Responsible for all cash, inventories and company assets (equipment, keys, small wares, tools and supplies)
- Respond to patron concerns and resolve issues as required

#### **POSITION REQUIREMENTS:**

The position of “Food & Beverage Duty Manager” reports to the General Manager, Food & Beverage. This position works a varied schedule including weekdays, weekday evenings and weekends. Candidates must have a flexible schedule and be available to work any of the above. Weekday and/or matinee shifts are mandatory.

Successful Applicants must also have the following:

- Smart Serve Certified
- ServSafe Certified or equivalent Safe Food Handling Certificate is an asset
- Minimum 1-3 years supervisory experience in a comparable food and beverage environment
- Familiar with cash register and cash handling procedures
- Ability to multi-task and organize
- Ability to communicate in writing or verbally and receive the same
- Ability to count currency and/or inventory with accuracy

- Must be able to stand and exert fast-paced mobility for entire shift
- Must be able to frequently lift and carry food and other items weighing up to 45 pounds and occasionally greater

### **THE ORGANIZATION:**

In 2015, Toronto's City Council approved the consolidation of the governance and operations of the St. Lawrence Centre for the Arts, The Sony Centre for the Performing Arts, and Toronto Centre for the Arts into one new organization under the direction of a City appointed board called Civic Theatres Toronto.

The mandate of Civic Theatres Toronto is to provide quality performance and event facilities and to promote its contribution to the artistic, cultural and social vitality of Toronto and its communities. The Board of Directors of Civic Theatres Toronto is responsible for overseeing the business affairs of the three venues.

### **HOW TO APPLY:**

Interested applicants should email a cover letter and resume for confidential consideration to **jobpostings@sonycentre.ca**. Please include "Food & Beverage Duty Manager" in the subject line when you are applying. No phone calls please.

Civic Theatres Toronto thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

CTT is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Human Resources will work with applicants requesting accommodation at any stage of the hiring process. CTT is committed to building a more diverse workplace and encourage all qualified applicants to apply.

Date Posted: October 6, 2017

Application Deadline: October 20, 2017

Start Date: ASAP