



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Front of House Coordinator

Kids in the Hall Bistro

Job Purpose

The Front of House Coordinator manages and maintains the front end operation of the Kids in the Hall Bistro. They are responsible for the customer service needs of the restaurant throughout the hours of operation. This person must be customer oriented and able to fill in the service gaps left by other staff.

Duties and Responsibilities

- Purchase and inventory supplies and beverages for front end and catering operations
- Balance daily cash received with record of sales
- Create and maintain public awareness of the bistro
- Foster good community relations
- Oversee the daily operations of the front end to ensure health and safety regulations and policies are met
- Develop wine and liquor lists appropriate to menu's
- Train staff in food and beverage management
- Ensure training manual is developed and systematic training takes place
- Train and evaluate participants progress in program
- Set up work schedules for front end staff
- Oversee Front End Trainer
- Provide professional, efficient and friendly customer service.
- Take catering orders when required
- Coordinating set up and take down of catering functions when required
- Organize and prepare caterings for delivery when required (this includes coordinating with the kitchen and ensuring supplies are clean and packed)

Qualifications

- Experience related to food preparation or food service
- Customer service experience
- Knowledgeable about food safety, liquor codes and fire regulations
- Strong interpersonal, communication, teamwork, leadership, and organizational skills
- Nonjudgmental and empathetic

Working Conditions

Work 30 - 40 hours per week, Monday-Friday, occasional evenings and weekends

Physical Requirements

Some lifting and carrying items weighing up to 20 kilograms.

Salary Scale

Starting: \$16.42/hour - \$19.98/hour

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.