



Job Posting

Position Title: Catering Captain, Full Time

Job Summary

Hands-on position to co-ordinate & lead off-site events catered by Thyme and Again and to be responsible for the operational aspects of preparing and implementing these events. Work closely with the Catering Manager to ensure that the guests' expectations are exceeded. Duties include set up, breakdown, as well as coordination with staff & suppliers.

Qualifications

- Bilingual
- Minimum three years' experience in food and bar service as a captain or lead.
- Valid Food Handlers and Smart Serve Certificate
- Valid driver's license
- Ability and willingness to work non-traditional days and hours, including weekends and holidays
- Considerable knowledge in all facets of a catering department, i.e. set-up, tear-down, serving, bar service (cash or host) and paper work.
- Highly organized individual with the ability to multi task, follow through, re-prioritize to meet deadlines and problem solve.
- Ability to communicate confidently and effectively with co-workers and peers, members and guests and develop effective working relationships with fellow associates, managers, outside representatives and agencies.
- Ability to take and give direction, can-do, pro-active attitude
- Positive attitude; takes pride and ownership in job.
- Customer-service orientation to create an atmosphere of genuine care for members and guests and to provide a high level of personalized service.
- Ability to think and act quickly, problem solve, and perform effectively under pressure while maintaining a professional, helpful, and poised demeanor.
- Neat and professional appearance at all times.

Physical Demands

- While performing the duties in this hands-on position, the Captain will be standing, walking and carrying or lifting up to 40 lbs. There is frequent reaching with hands and arms along with stooping, kneeling and crouching. Ability to stand for long periods of time; ability to work for long periods of time.

Job Responsibilities

- Overseeing and ensuring function is set-up according to specifications of event order and Catering departmental standards.
- Coordinate on-site with client or facility contact and all suppliers (i.e. rentals, linens, floral, dj, etc)
- Coordinate set-ups and break-downs ensuring all requested equipment and supplies are placed in the proper rooms and stored and packed properly after use.
- Hands on job – part of the catering team
- When necessary communicate with client or facility contact function to ensure all needs have been met and to check for any last minute instructions or changes.
- Observe personnel and event to ensure smooth and efficient operations. Address performance problems if one arises and notify Catering Manager for further follow up.

TO APPLY: Send CV to catering@thymeandagain.ca or FAX: 613-722-8357

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