

# Next-Steps Employment Centres

## Job Order Posting

### Position: Catering Staff

<b>Posting Date:</b> November 13, 2018	<b>Closing Date:</b> December 13, 2018
<b>Job Order #:</b> JJ 2185 – Catering Staff	<b>Main Intersection:</b> Toronto, Ontario
<b>Hours of Work:</b> Part-Time	<b>Rate of Pay:</b> \$14.00 Per Hour
<b>Position Overview:</b> Catering Staff	
<b><u>Duties &amp; Responsibilities:</u></b> <ul style="list-style-type: none"><li>• Setup and removal of all catering orders</li><li>• Get supplies for carts prior to meals – extras, sodas, supplements, tea</li><li>• Catering for special events as well as day-to-day orders</li><li>• Attention to detail and able to multi- task</li><li>• Customer Service Focused</li><li>• Open to receiving input and feedback from guests and team member</li><li>• 1-3 yrs. experience in any combination of banquets/private club/convention centre/ hotel/stadium/arena/event space</li><li>• Must have a professional appearance, friendly demeanour and be able to follow precise instructions without supervision for long periods of time</li><li>• Must be a problem solver and quick thinker to deal with last minute requests or changes to an event</li><li>• You are a team player and are comfortable with all shifts including very early mornings, afternoons, late nights, weekends and holidays as business dictates</li></ul>	
<b><u>Qualifications:</u></b> <ul style="list-style-type: none"><li>• Food Safe Certificate an asset</li><li>• Ability to remain calm under pressure while working in a fast-paced environment</li><li>• Strong oral and written communication skills</li></ul>	
When applying, please include <b>Job Order #</b> on the subject line	
Please send resume to: <a href="mailto:Jesse.Jhita@tdsb.on.ca">Jesse.Jhita@tdsb.on.ca</a>	
<b>Next-Steps Employment Centre – Riverdale</b> 1000 Gerrard Street E, Toronto, ON M4M 3G6	