



EMPLOYMENT OPPORTUNITY

Food Services Assistant

Full-time, April through October 15, 2022 (with the possibility of extension in the fall)

Hourly Rate: \$23.53 - \$31.52

Schedule varies according to season and activities at the Garden; daytime, weekend, and evening work are required. Must be available to work any day of the week, including Saturdays, Sundays, and statutory holidays.

The University of Alberta Botanic Garden is a stunning 97 hectare (240-acre) property 15 minutes southwest of Edmonton. We are an award-winning visitor attraction and the largest botanic garden in Alberta. Our talented food services team creates daily in-house food offerings such as family-friendly lunches and elevated selections for events including unique dining experiences. The team contributes to exceptional guest experiences in a beautiful, natural setting.

Reporting to the Guest Experience Manager, the Food Services Assistant is responsible for planning and delivering exceptional food services operations at the U of A Botanic Garden. The Food Services Assistant is responsible for the development of the Garden's food offerings including but not limited to: a daily lunch menu, Patio Café menu, and events menu including picnics and catering options while maintaining high standards in food service quality, delivery & profitability. The Food Services Assistant will also ensure the efficient and profitable performance of the food services unit and the optimal utilization of staff and resources. Working alongside and in collaboration with the Garden team and working closely with the Facility Booking and Events team, the areas of responsibility also include:

DUTIES

- Development of lunch, café, and events menus - including costing and retail price points
- Responsible for the execution of food service functions
- Builds and maintains supplier and vendor relationships
- Adherence to Alberta Health Services standards around food safety
- Responsible for proactively managing kitchen inventories and ensuring orders are received
- Ensuring food offerings cater to a variety of dietary restrictions
- Recruits staff and oversees staff training fostering the UABG values and behaviors
- Manages food services staff and provides leadership
- Sets food services staff schedules, mentors, and guides staff performance
- Supports meetings with Events staff to plan menus for events
- Ensures adherence to U of A, Facility and Operations, and Botanic Garden Policies and Procedures
- Ensures adherence to Facility and Operations Health and Safety Policy
- Works with the Guest Experience Manager to create goals and targets for the foodservice unit.
- Other duties as required

QUALIFICATIONS AND REQUIREMENTS

- An entrepreneurial spirit
- 1-2 years as a chef in the restaurant industry - Red Seal certification an asset
- Minimum 5 years of experience in food and hospitality
- Exceptional culinary skills and baking skills
- Knowledge of various dietary restrictions and diverse cultural menu
- Creativity with menus and food presentation
- An understanding and appreciation of local, fresh ingredients and suppliers
- Food Safety certification



University of Alberta Botanic Garden
Located in Parkland County, 5 km north of Devon on Hwy 60
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- High quality of food standards
- Proper knowledge of kitchen equipment and maintenance
- Proven leadership in building healthy team relationships
- Excellent communication and organizational skills
- Excellent customer service skills
- Ability to multitask and prioritize to take direction & provide direction
- ProServe certified
- Valid driver's license a requirement
- Flexible schedule required – may involve some nights and weekends
- Intermediate knowledge of Google Business Suite
- First aid and CPR are an asset

TO APPLY:

Send resume along with a cover letter stating position applied for to: uabg.info@ualberta.ca

Application Deadline: April 8, 2022

We thank all applicants, however, only successful candidates will be contacted.



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