

September 5, 2024

## CATERING LEAD

### *Join the Excitement at the Conexus Arts Centre!*

Are you a dynamic and passionate leader in the world of catering and hospitality? Conexus Arts Centre is seeking an enthusiastic Catering Lead to oversee and elevate our catering services. As a Catering Lead, you will play a pivotal role in ensuring that our events are serviced efficiently, timely, and professionally, creating memorable experiences for our guests in a vibrant arts and culture environment.

#### **About the Role:**

As a Catering Lead, you will take charge of ensuring that our catering services meet the highest standards of excellence. Your responsibilities will include:

- 🔧 Overseeing the service and setup of events requiring catering, ensuring seamless execution.
- 🔧 Efficiently managing and directing catering service staff.
- 🔧 Providing clear direction, training, and performance evaluations to staff.
- 🔧 Organizing and deploying staff effectively to optimize service.
- 🔧 Demonstrating exceptional coaching skills to inspire and develop your team.
- 🔧 Addressing basic disciplinary issues with professionalism and fairness.
- 🔧 Excellent communication, both verbal and written, to ensure a smooth flow of information.

#### **Requirements:**

- 🚀 To excel in this role, you should possess the following knowledge and skills:
  - ◆ Supervisory Experience: A strong background in supervisory roles, ensuring proper staff training, organization, and deployment.
  - ◆ Excellent Communication Skills: Effective communication is key to leading and coordinating a successful team.
  - ◆ Safe Food Handling: Ensuring the safety and satisfaction of our guests is paramount.
  - ◆ Working Knowledge of Catering Equipment: Familiarity with all equipment and services necessary for catering events, including point-of-sale systems.

**How to Apply:** If you're ready to bring your talent and enthusiasm to our team, please send your resume and a cover letter by September 13<sup>th</sup>, to [Colette.Perras@conexusartscentre.ca](mailto:Colette.Perras@conexusartscentre.ca).

**Note:** Only candidates selected for an interview will be contacted.

*Join us at the Conexus Arts Centre and be a part of something extraordinary!*