



*The Manitoba Institute of Trades and Technology (MITT) is Manitoba's newest public college - a unique educational institution offering post-secondary certificates and diplomas alongside comprehensive, integrated secondary programming, all directly linked to current labour market needs. MITT gives students a competitive edge by providing the latest technology and training for careers in the areas of Health Care and Human Services, Information and Business Technology, and Skilled Trades.*

## **Food Services Coordinator**

**Term full-time position, Monday to Friday – 7:30 am to 3:30 pm**

The Food Services Coordinator ensures the effective operation of the Henlow Campus cafeteria, coordinates catering requests for MITT events, and oversees cafeteria activities.

### **Key Responsibilities:**

- Oversees the delivery of food services in the Henlow Campus cafeteria.
- Responsible for catering, ordering, billing, and inventory processes.
- Works collaboratively with the Culinary Arts & Design instructors to ensure ongoing food services.
- Overseeing students who are on work practicum in the cafeteria.
- Assists instructors with coordination of food prep in cafeteria.
- Assists instructions with instructional and non-instructional tasks in the cafeteria.
- Works with Culinary Arts & Design students to provide enhanced practical skill development.
- Works with Hotel & Hospitality instructors around set-up for large catered functions.
- Responsible for organizing all food that will be provided by the culinary department for catering.
- Provide feedback to instructors based on student performance.
- Directs activities of the Cashier and Production Baker.
- Ensures cleanliness of counters, equipment and utensils in the cafeteria.

### **Preferred Qualifications:**

- Red Seal Chef.
- Minimum 2 years' experience in the food services industry in a supervisory position.
- Teaching experience an asset.
- Excellent organizational skills.
- Experience working with and monitoring budgets.
- Excellent oral and written communication skills and ability to make presentations.
- Restaurant management experience is preferred.

### **Application deadline: Open until filled**

Submit a cover letter and resume to Human Resources at [hr@mitt.ca](mailto:hr@mitt.ca) or fax: 204-488-4152.

Quote 2016-035 in the email subject line. Please include your salary expectations.

***We are growing, come grow with us.***

***MITT offers a challenging, team-oriented work environment, competitive income and benefits, and opportunities for professional and personal growth and development.***

*MITT is committed to an employment equity practice that achieves a workforce reflective of the community at large. Applicants are encouraged to self-declare.*

*This position requires the successful completion of a Criminal Record check including vulnerable sector.*

*We thank all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.*