

The Students' Association of Mount Royal University (SAMRU) is a medium-sized, student-focused, charitable organization with a mission to represent and serve students. SAMRU is currently seeking an enthusiastic professional to support its food and beverage operations.

Reporting to the Operations Manager, the Kitchen Coordinator is a full-time position whose responsibilities will include day to day food preparation and kitchen staff supervision as well as ensuring food quality and consistency, maintaining inventory controls, and financial planning and management.

The successful candidate will have the following experience and credentials:

- Completion of relevant culinary training (equivalent experience may be considered);
- At least three years of industry experience;
- Supervisory experience which includes staff supervision and training;
- Financial and inventory management skills and experience;
- Strong interpersonal skills, including the ability to manage conflict;
- Excellent judgment;
- Excellent written and oral communication skills;
- Fluency with MS Office and Google Workspace;
- High level of attention to details;
- Excellent organizational, time management, and multi-tasking skills; and
- Some experience with non-profit organizations would be an asset but is not mandatory.

The successful candidate will be required to work early evenings and occasional weekends.

The salary for this position is \$1812.50 semi-monthly. This is a seasonal position with a start date of Aug 15th, 2022 and end date of May 15, 2023.

Candidates are invited to submit their resume by noon on Aug 5 to Lisa Antichow at hr@samru.ca. No telephone inquiries please. Only those candidates selected for an interview will be contacted.

For more information about our organization, please visit our web site at: www.samru.ca