



CUMMINGS JEWISH CENTRE FOR SENIORS JOB POSTING

JOB TITLE: Coordinator, Café Soleil (Contract)
DEPARTMENT: Operations
DIRECT SUPERVISOR: Manager – Operations
SCHEDULE: Part-time - 28 hours/week (Monday-Thursday, 7:45 am- 3 pm), Contract position

SUMMARY

We are seeking an organized, hands-on, and self-motivated individual to oversee the daily operations of our on-site café. This role combines food service, team leadership, volunteer support, inventory management, and kitchen administration. The successful candidate will be comfortable working independently while fostering a welcoming, inclusive environment for staff, volunteers, and community members.

DUTIES AND RESPONSIBILITIES

Café Operations

- Prepare food and beverages in accordance with food safety standards.
- Oversee the daily operation of the café, ensuring efficient and high-quality service.
- Maintain a clean, organized, and welcoming café and kitchen environment.
- Ensure compliance with all food handling, sanitation, and workplace safety regulations.
- Assist in menu development

Staff & Volunteer Leadership

- Provide day-to-day supervision and support to JEM staff working in the café.
- Recruit, orient, train, and support volunteers
- Foster a positive, collaborative, and supportive team environment.

Inventory & Purchasing

- Monitor inventory levels, maintain accurate stock records, and order as needed.
- Ensure that kitchen storage areas are well organized and maintained
- Build and maintain positive relationships with vendors and suppliers.

Financial & Administrative Responsibilities

- Review food costs and assist with pricing menu items to support financial sustainability.
- Maintain inventory, ordering, and supplier lists.
- Support reporting and other administrative tasks as required.

EDUCATION, EXPERIENCE AND SKILLS

- Experience working in a café, commercial kitchen, or food service environment is a strong asset
- Experience supervising staff and/or coordinating volunteers
- Strong organizational and time management skills
- Experience with inventory management, purchasing, and vendor relations
- Ability to work independently, prioritize competing tasks, and solve problems proactively
- Strong interpersonal and communication skills
- Knowledge of the Jewish Community, an asset

We thank all candidates for their interest; only those considered for the position will be contacted for an interview.

We welcome diversity in our workplace and encourage people from minority and racialized groups to apply.

Interested candidates may submit their resume to hr@cummingscentre.org