

## JOB DESCRIPTION



## **PART TIME COOK / CAFÉ STAFF**

Paradise Garden Café  
Cambridge Butterfly Conservatory

### **OVERVIEW**

The Paradise Garden Cafe operates within Cambridge Butterfly Conservatory offering light snacks, beverages and daytime lunch service to visitors and groups. The café focuses on fresh and healthy eating and will often include locally grown ingredients. There is no deep fryer - French fries and hamburgers are instead replaced with wraps, sandwiches, soups and salads.

Cafe staff need to have strong customer service skills, as well as be flexible, versatile and perform well under pressure.

### **REPORTS DIRECTLY TO:**

Executive Chef > Financial Controller > Executive Director > Board of Directors

### **PROPOSED START DATE:**

As soon as possible

### **HOURS:**

- Weekends 9-4, plus occasional weekdays 9-4.
- Approximately 25+ hours/week.
- Some holidays including March Break and Family Day.

### **SALARY:**

- Depending on experience, plus gratuities
- Group Benefits/Insurance Package

### **REQUIREMENTS**

- Strong customer service skills and high level of organization and attention to detail
- Flexible and able to work under pressure
- Commitment to work weekends
- Able and willing to do physical labour (i.e. moving tables, chairs, equipment and crates/boxes of food)
- Criminal Reference Check
- Food Safety Training

## **RESPONSIBILITIES**

### **Assist Executive Chef, as directed, with:**

- All daily operations including but not limited to cooking, cleaning, customer service, opening & closing etc.
- Greet customers, receive customer orders, process point of sale transactions, stock preparation areas, maintain a tidy and clean workspace
- Food prep, food orders, table service
- Bus tables, dishwashing, cleaning, sweeping and mopping
- Comply with government food safety and health & safety standards

### **OTHER**

- Other duties as assigned

## **UNIFORM**

Café Staff are required to wear the appropriate uniform and safety equipment at all times.

## **HEALTH AND SAFETY**

Employees of Cambridge Butterfly Conservatory are given the responsibility of being safety conscious, in their interest, and in the interest of their fellow employees. Employees are also responsible for complying with the following requirements:

1. Ensure that all equipment is maintained in good order and to see that worn out or damaged equipment is reported and/or replaced immediately. Wear all personal safety equipment as required.
2. Use all machine guards and safety devices provided. Do not remove, disconnect, unplug or otherwise make useless, such devices and do not operate any machine or equipment where such devices have been removed or made useless or are defective.
3. Report to your supervisor all defective structures, equipment, lighting, ventilation, floors, rails, guards, etc., and take all necessary steps to prevent injury from such defects pending reporting or repair.
4. Use tools and equipment in the manner for which they were designed. Do not use defective tools or equipment and report same, locking or tagging out such equipment as appropriate.
5. Do not drive or operate any vehicle or equipment unless authorized and trained to do so.

6. Do not attempt repairs or alterations to any machine or equipment unless authorized to do so. Qualified people may only perform such work (except routine repair or alteration usual to occupation concerned).
7. Practice good housekeeping. Keep all work areas safe and orderly by placing waste and garbage in receptacles or places provided, by safe placing or stacking of materials and by clean up after job completion.
8. Report to your supervisor all injuries, no matter how minor, and continue to report for treatment as long as is necessary.
9. Report all accidents, no matter how minor, to your supervisor immediately (prior to leaving the department for treatment and prior to leaving the premises, if reasonable to do so).
10. Follow all workplace safety rules and regulations.
11. Read and comply with regulations and procedures set out in the Cambridge Butterfly Conservatory health and safety policies and procedures (TBA).
12. Follow your manager or supervisor's instructions for specific training in your job or area and complete and sign the Job Safety Orientation Checklist (TBA).