

Work With Us

The Theatre Centre is currently seeking a full-time **Cafe/Bar Manager**. The successful candidate will be personable, offer excellent customer service, and have some management experience in the restaurant industry.

Café/Bar Manager: Full-Time Position

Deadline to apply: Applications accepted on a rolling basis

Start date: January 2023

Salary: \$47,000 annually (with eligibility for benefits after 3 months)

Hours: 40 hour work week; days of the week TBD

We are refreshing the café/bar's look and offerings and we are seeking a dedicated, passionate individual for the role of Café/Bar Manager. Reporting to the General and Artistic Director and Associate Artistic Director, this is a full-time, salaried position.

The Theatre Centre will be accepting applications and interviewing on a continuous basis until the role is filled, and would like to keep the process as simple for you as possible. Feel free to submit existing resumes – we don't need a formal cover letter (please see end of post for details).

Job Description:

Café/Bar Management

- Daily management and operations of the Café – duties including: excellent customer service, excellent barista skills, excellent bartending skills, food preparation, cash management, opening and closing of facility
- Act as Theatre Centre Community Ambassador – developing relationships with customers and creating a warm inviting atmosphere
- Develop and maintain relationships with suppliers
- Work with the Baker in Residence to develop new offerings for café and special events
- Willingness to expand coffee culture and food culture knowledge
- Passion for creating and expanding a series of top-notch cocktail menus (standard and seasonal)

Management of part-time Café staff:

- Contract and supervise new hires

- Responsible for training
- Lead by example and inspire staff
- Oversee and evaluate part-time staff
- Scheduling
- Frequent communication with staff to assist with their operation

Equipment/Facility/Licensing Management:

- Manage the maintenance and repair of the Café machines and equipment
- Manage the maintenance of Café space in conversation with Director of Facilities and Production
- Work with senior management to develop and monitor Café operations budgets
- Overseeing and managing Liquor license
- Weekly financial reporting
- Weekly ordering including groceries, milk, beer and alcohol and coffee and all necessary supplies
- Coordinate Health & Safety training and ensure the company is compliant with applicable legislation relating to Food and Beverage health & safety

Events/Daily Operations:

- Maintain a comprehensive awareness of The Theatre Centre's activities and renter schedules
- Work collaboratively with the senior management team to support programs, events, and the community mandate at The Theatre Centre
- Work directly with Associate Artistic Director with respect to event curation and overall vibe of the cafe/bar
- Coordinate and oversee Event Management duties when necessary
- Liaising between catering companies and clients
- Complete other duties as required

Required Skills/Training:

- Extensive background in restaurant/café management experience
- Good knowledge of Ontario Health & Safety policies and practises
- Good knowledge of Ontario Liquor License Bureau laws and regulations
- Smart Serve Certified
- Food Handler Certified (or willingness to obtain it)
- Excellent written, communication, and organizational skills
- Excellent cash management and math skills
- Valid Ontario drivers' license and access to a vehicle would be an asset

About The Theatre Centre

In 2014, The Theatre Centre completed a \$6.2 million transformation of an iconic heritage building into a live arts hub and incubator, and a permanent home for the company. Since that time, we've established ourselves as a cultural & community hub in the heart of West Queen West. As a charitable organization, we continue to be known for having research & development at the heart of our artistic activities, through our long-term Residency Program. Recently among our Residency artists have been a choreographer, a performance artist, and a neurologist. No two projects are alike.

Application Process

The Theatre Centre is committed to employment equity. We encourage applications from queer, transgender and two-spirited people, First Nations, Inuit & Métis, Black people and people of colour, and people with disabilities. We're also committed to providing accommodations for people with disabilities in all parts of the hiring process. If you require an accommodation, please let us know and we will work with you to meet your needs.

We would like this application to be as quick and easy for you as possible. If you are interested in this role, please send your most recent resume (please don't spend too much time refining your existing resume) and a quick introductory email to jobs@theatrecentre.org. In your email, please let us know where you heard about the job.

**Please send files as PDFs with file names in the format
LASTNAME_Firstname_CafeBarManager.pdf.**

We will be accepting applications and conducting Zoom interviews on a continuous basis until the position is filled. We appreciate all applicants who submit resumes for The Theatre Centre postings. Personal responses to all inquiries may not be possible. Thank you for your interest!