

Sam's Place

Position Specifications

Overview of the Position:

Sam's Place is a used bookstore / café established by an independent Board of Directors with strong ties to the Mennonite Central Committee. It is located in the heart of one of Winnipeg's oldest and most diverse neighborhoods, Elmwood.

Sam's Place is intended to operate as more than a café and retail outlet for used books, however. It is intended to be a meeting place, a safe and sober place for community residents to meet, learn, and relax. It will be the site of instructional programming, neighborhood events, and the fostering of local talent in the creative arts.

Central to the physical makeup of Sam's Place is the stage. It is intended that this stage will host a host of emerging artists as well as more accomplished performers and artists. Everyone from storytellers and authors to musicians and comedians will be encouraged to take the stage and share their talent.

Food Services Provider

Duties and Responsibilities:

This is a contract position and the duties shall be outlined and documented in the bid proposal and in a subsequent contract with the successful bidder. It is anticipated that the Food Services Provider will lease the kitchen facilities from Sam's Place at a flat monthly rate and will be able to retain any net profits from the operation.

The successful candidate will be directly responsible to the Store Manager, through the direction of the Assistant Store Manager.

The Food Services Manager will be responsible for the purchase, preparation and presentation of the foods as determined by the Sam's Place Board who will establish the café's menu.

The Food Services Manager will work with and supervise such volunteers and trainees as are required for this service.

In that capacity the Food Services Manager will:

- Maintain the kitchen facilities in good working order. Working closely with the Assistant Manager when service or replacement is required.
- Purchase raw foods of good quality and appropriate quantities for daily consumption. (This cost is to be borne by the Food Services Manager.)
- Prepare or supervise the preparation of all foods to be served in Sam's Place.
- Prepare special catered events outside of normal daily activity as may be required.

- The bid proposal should include the possibility that Sam's Place might offer employment training opportunities – (i.e. chef in training).
- While the Food Services Manager will not be directly responsible for the Cashier, Serving and Cleanup duties of the Cafe, they will be responsible to work closely with the Assistant Store Manager to supervise the volunteers in these positions.
- Adhere to the Manitoba Food Charter.
- Participate as part of the Management team of Sam's Place.

Hours of Work:

With Sam's Place being in operation from 9:00 am to 10:00 pm 6 days per week and possibly shortened hours on Sunday, it is quite likely that this position could require up to 80 hours per week. As such it is apparent that this is more than a single full time position and bids for the position should be reflective of this fact.

Qualifications:

Food handling skills and licensing are a must - either extensive on the job experience in a family restaurant environment or formal training at a recognized educational facility.

Applicants for this position should have experience in a managerial role and a proven history of working well with volunteers and the general public.

Applicants must have the ability to communicate well, both orally and in writing. Problem solving skills are important as is the ability to adapt to changing situations in a retail environment.

As Sam's Place is built upon a Christian ethic, a sound understanding of this foundation is important as is the desire to uphold that ethical operating strategy.

Applicants for the position of Food Services Provider should submit a resume to:
Gerald Thiessen gpbt@mts.net