



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/01

Catering & Retail Operations Coordinator

Job ID	373263-1-5256	
Web Address	https://careers.indigenous.link/viewjob?jobname=373263-1-5256	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2023-05-10	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. About University Business Services University Business Services (UBS) is a division of the Office of the Vice President Operations and Administration and provides a number of different services to students, staff, faculty and guests of the University. Their mission is to provide and promote revenue generating services which support the academic mission of the University in a way that remains flexible and responsive to the changing needs of the University. UBS comprises of several business units including Campus Store, Duplicating and Printing Services, Parking Services, OneCard Office, Ryerson Food Services, Events and Space Reservation Services and Ryerson Urban Farm.

The Opportunity

The catering and retail operations coordinator oversees operations which include:

- Coordination of catering and retail operations at assigned kiosks or location/s to successfully execute catering events and execute assigned kiosk/location duties
- Preparation and consolidation of weekly catering reports
- Compiles orders and prepares catering orders for all assigned locations
- Provides a high level of customer service
- Assigning work to others and maintain a clean, safe and sanitary work environment
- Generates marketing ideas for RUEats to enhance brand awareness and revenue opportunities
- Provide ongoing administration and leadership support to help grow the business and maximize catering revenue

Qualifications

To help us learn more about you, please provide a cover letter and resume outlining how you meet the following specific qualifications:

- Successful completion of a secondary school graduation diploma
- Minimum of 2 years' experience leading a team within a front facing customer service retail environment.
- Numerical skills to be able to reconcile daily sales, analyze and prepare reports, undertake physical inventory and order supplies.
- Strong customer service skills.
- Good verbal and written communication skills, highly organized with strong attention to detail, proficiency in MS Office (Word, Excel, Power Point, Outlook).
- Strong organizational skills and attention to detail
- A strong team player and able to independently solve catering related problems, with good communication and customer service skills.
- Knowledge of catering management systems such as Catertrax.
- Demonstrated commitment to supporting Ryerson University's principles of equity, diversity, and inclusion, an ability to work with diverse populations, have some knowledge or willingness to learn about how these principles should inform and shape the work of RUEats to appropriately build a campus community inclusive of Ryerson's diverse student and employee population.

Additional Information

Position Number(s) 20004301
Reports To Manager, Food Services
Vacancy Type TERM
Employee Group OPSEU

Work Location On campus (various locations)

Start Date Mid to late August - early September, 2023

End Date April 27, 2024

Hours of Work 36.25 This position will have a continental work week, including rotating shifts as required with flexible work schedules depending on operational needs.

Grade and Step 5

Salary Scale Salary range: \$44,392.14 - \$53,006.52. Hiring range: \$44,392.14 - \$48,508.48.

Application Close Date May 30, 2023

Notes:

- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill the vacancy on an underfill basis.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- The successful candidate must be willing and able to change work locations throughout the university campus based on operational requirements.
- As part of the selection process, candidates may be required to complete an occupational assessment.
- Applications will only be accepted online through Ryerson's careersite.

For more information, visit [Toronto Metropolitan University for Catering & Retail Operations Coordinator](#)