



**Support, every step of the way**

**EXTERNAL JOB POSTING**

**Job Title:** Server/Porter

**Program:** Wesley Food Services

**Posting Date:** December 4, 2017

**Status:** Relief; Union

**Job Posting #:** 877

**Effective Date:** TBA

**Posting Closing:** December 11, 2017

**Purpose:** Within a team, actively provide support to kitchen and provide service to customers. The Porter performs service and kitchen tasks under the direction of the Chef. They are responsible for servicing guests, cleaning, and food preparation.

**Duties:**

1. Takes clients orders efficiently and deliver food
2. Enters items and payments into computer
3. Sets and clears tables
4. Participates in food preparation
5. Cleaning (includes dishes, sweeping, wiping tables, etc.)
6. Able to stand for long periods of time
7. Maintain food service areas
8. Other duties as required

**Qualifications:**

1. High school graduate or GED diploma or equivalent experience
2. Minimum 1-3 years of operational experience in a restaurant setting.
3. Strong knowledge of best practices and all applicable standards and legislation related to the food industry.
4. Must have ability to work with marginalized persons.
5. Good customer service and communication skills
6. Ability to work in a fast paced environment

7. Ability to lift 50lbs to receive deliveries
8. Current Safe Food Handling and Smart Serve Certificates required
9. Non-violent crisis intervention and First Aid/CPR training
10. Knowledge of applicable legislation and regulations

## **Competencies**

### **Customer Service**

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity
3. Values and respects the internal and external customers to the organization

### **Accountability**

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Believes, respects and adheres to the vision, mission and values of Wesley Urban Ministries

### **Commitment**

1. Demonstrates an understanding of Wesley Urban Ministries Mission, Vision, and Values through services delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services
4. Adapts to changing program requirements, conditions and worker responsibilities

Interested candidates should send their resumes to: [hr@wesley.ca](mailto:hr@wesley.ca)

Wesley Urban Ministries is an equal opportunity employer. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about this and other programs operated by Wesley can be found on our website at [www.wesley.ca](http://www.wesley.ca). Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Department at [hr@wesley.ca](mailto:hr@wesley.ca).