



Our Client, **Take Five Ltd.**, is seeking applications for the following positions at Buzz, Devil's Isle, & Village Pantry. **Take Five Ltd.** maintains a drug-free work environment and reserves the right to perform pre-employment criminal background checks and random drug tests. All applicants must have flexible shift availabilities and commute between multiple Take Five Ltd. locations. All applicants must be punctual, reliable, have good work ethic and able to work Saturdays, Sundays and Public Holidays.

HEAD CHEF

Job Description and Duties:

- Manage a Team of Head Chefs
- Supervise with active involvement in the production, preparation and presentation of food for busy outlets
- Ensure that the organization complies with all statutory hygiene requirements
- Menu creation, pricing, scheduling as well as competitive ordering and food and labor cost awareness
- Research and develop recipes
- Product quality control
- All other duties deemed necessary and befit this leadership position

Education, Qualifications, Experience and/or Skills:

- Associate Degree in Culinary Arts or related discipline
- Minimum of four years' experience as a Head Chef or multiple years' experience as a Sous Chef preferably in a high-end, fine dining restaurant
- Leadership and supervisory experience required
- Knowledge of various ethnic and international cuisines
- Knowledge of food safety, health and sanitary procedures are mandatory
- Ability to work well under pressure in an extremely busy kitchen
- Positive attitude and personal values that complement the corporate ethos
- Ability to work six days a week and be on your feet for long periods

HEAD BAKER

Job Description and Duties:

- Manage a Team of Pastry Chefs
- Oversee, create and prepare baked goods, dessert menu items and bread production
- Ensure that the organization complies with all statutory hygiene requirements
- Menu creation, pricing, scheduling as well as competitive ordering and food and labor cost
- Research and develop recipes
- Product quality control
- Assist in the creation and planning of menus and daily specials
- Assist in the preparation of catering
- Order food and supplies for dessert menu items
- Assist in the ordering and re-stocking of kitchen supplies
- Conduct a monthly inventory for the Bakery department
- Maintain an efficient, productive and positive work environment
- All other duties deemed necessary and befit this leadership position

Education, Qualifications, Experience and/or Skills:

- Associate Degree in Culinary Arts or related discipline
- Minimum of five years' experience as a Baker/Pastry Chef is mandatory
- Ability and experience in preparing various cuisines
- Experience in food safety regulations and procedures are essential
- Ability to work well under pressure in an extremely busy kitchen
- Positive attitude and personal values that complement the corporate ethos
- Ability to work six days a week and be on your feet for long periods

SOUS CHEF

Job Description and Duties:

- Deputize to manage the team of Chefs in the absence of the Head Chef
- Assist with the day-to-day operations of the Back of House of the restaurant
- Assist with the supervision and active involvement in the production, preparation and presentation of food for a busy restaurant
- Ensure that the organization complies with all statutory hygiene requirements
- Assist with menu creation and pricing
- Assist with scheduling to optimize labour costs
- Assist with researching and developing recipes
- Product quality control
- Any other duty deemed necessary and that befits this position

Education, Qualifications, Experience and/or Skills:

- Associate Degree or Diploma in Culinary Arts or related discipline
- Knowledge of food safety, health and sanitary procedures is mandatory
- Either a minimum of two years' experience as a Sous Chef or five+ years as a Chef Generalist with proven aptitude and potential to advance
- Ability to learn and apply supervisory skills, including conflict resolution
- Knowledge of various ethnic and international cuisines
- Ability to work under pressure in an extremely busy kitchen
- Good work ethic, positive attitude, and personal values that complement the corporate ethos
- Ability to work six days a week and be on your feet for long periods

SUSHI CHEF

Job Description and Duties:

- Create high quality sushi including cooking rice, rolling sushi, temperature recording, cutting and packaging for take-out and dine-in plate preparation
- Preparation of food that is consistent with organizational quality and presentation
- Assist in the creation and planning of menus and daily specials
- Assist in the preparation of catering
- Maintain daily production records and assist in the ordering and re-stocking of kitchen supplies
- Ability to function as a Chef Generalist and have the aptitude to prepare other styles of cuisine as required
- All other duties deemed necessary and befit this position

Education, Qualifications, Experience and/or Skills:

- Associate Degree in Culinary Arts would be beneficial
- Minimum of two years' experience as a Sushi Chef is mandatory
- Ability and experience with preparing a variety of local, ethnic and global cuisines
- Strong knowledge in Culinary Health and Safety Standards
- Ability to work well under pressure in an extremely busy kitchen
- Positive attitude and personal values that complement the corporate ethos
- Ability to work six days a week and be on your feet for long periods

CHEF (GENERALIST)

Job Description and Duties:

- Preparation of a variety of local, ethnic and global cuisine
- Preparation of food that is consistent with organizational quality and presentation
- Assist in the creation and planning of menus and daily specials
- Assist in the ordering and re-stocking of kitchen supplies
- Assist in the preparation of catering
- Clean food preparation equipment, work areas, facilities and counters and/or tables
- Any other duty deemed necessary and that befits this position

Education, Qualifications, Experience and/or Skills:

- Minimum of two years' experience as a Chef Generalist is mandatory
- Knowledge of sushi standards and preparation would be beneficial
- Ability and experience in preparing various cuisines
- Experience in food safety regulations and procedures are essential
- Ability to work well under pressure in an extremely busy kitchen
- Positive attitude and personal values that complement the corporate ethos
- Ability to work six days a week and be on your feet for long periods

PASTRY CHEF

Job Description and Duties:

- Create and prepare dessert menu items
- Order food and supplies for dessert menu items
- Preparation of baked goods
- Research and develop recipes
- Assist in the creation and planning of menus and daily specials
- Assist in the ordering and re-stocking of kitchen supplies
- Assist in the preparation of catering
- Any other duty deemed necessary and that befits this position

Education, Qualifications, Experience and/or Skills:

- Associate Degree in Culinary Arts would be beneficial
- Minimum of three years' experience as a Pastry Chef is mandatory
- Ability and experience in preparing various cuisines
- Experience in food safety regulations and procedures are essential
- Ability to work well under pressure in an extremely busy kitchen
- Positive attitude and personal values that complement the corporate ethos
- Ability to work six days a week and be on your feet for long periods

KITCHEN ASSISTANT

Job Description and Duties:

- Washes utensils, glasses, dishes, pots, pans and equipment
- Sweeps, mops and/or scrubs all areas of the kitchen and premises, including walls as required
- Dusts surfaces as required
- Cleans staff and guest bathrooms
- Deep cleans and/or sanitizes all equipment and surfaces as required
- Manages the garbage disposal, empties garbage as required and replaces bags
- Keeps cleaning tools and supplies well maintained and tidy
- Maintains the kitchen in clean and good order, meeting statutory hygiene standards

Education, Qualifications, Experience and/or Skills:

- Experience cleaning commercial kitchens and equipment is mandatory
- Ability to work well under pressure in an extremely busy kitchen
- Positive attitude and good time-keeping is essential
- Knowledge of food safety, health and sanitary procedures is beneficial
- Ability to work six days a week, be on your feet for long periods and lift 50 pounds

RESTAURANT MANAGER

Job Description and Duties:

- Professionally manage employees and customers to provide superior service levels
- Estimate food consumption, place orders with suppliers, and schedule delivery of fresh food and beverage
- Works closely with the Head Chef to ensure customer satisfaction
- Works closely with the Food and Beverage Director to analyze food and beverage service results and trends to implement action plans to increase sales and address areas for improvement.
- Direct cleaning of kitchen and dining areas to maintain sanitation standards, and keep appropriate records
- Monitor actions of staff and customers to ensure that health and safety standards and liquor regulations are complied with
- Arrange maintenance and repair of equipment and other services
- Utilize technology to monitor inventory, track staff schedules and pay, and perform other record keeping tasks
- Conduct interviews, onboarding procedures, training and coaching to staff
- Ensure that the organization complies with all statutory hygiene requirements
- Menu creation, pricing, scheduling as well as competitive ordering and food and labor cost awareness is expected
- Inspires team members to provide a fast, friendly and memorable service
- All other duties deemed necessary and befit this leadership position

Education, Qualifications, Experience and/or Skills:

- Bachelor's Degree in Culinary Arts, Management, or Business would be preferred
- Minimum of two years' experience in a management position is essential
- Demonstrated track record of successfully managing a restaurant and catering operation
- Strong computer literacy in Open Table and Microsoft Office Suite, especially Excel
- Conflict resolution experience would be beneficial

- Knowledge of various local, ethnic and international cuisines
- Knowledge of food safety, health and sanitary procedures are mandatory
- Must have proven experience in training, cost control, payroll and scheduling
- Ability to work under pressure
- Good problem-solving skills
- Must be a team player, self-starter, responsible, honest, diligent, have a positive attitude, demonstrate good judgment and able to think quickly and clearly
- Excellent communication, reporting and organizational skills.
- Thoroughness and attention to detail are essential
- Strong interest in the restaurant business
- Ability to work six days a week and be on your feet for long periods

ASSISTANT RESTAURANT MANAGER

Job Description and Duties:

- Deputized to manage the restaurant and catering operation in the absence of the Restaurant Manager
- Assist with managing day-to-day operations of a restaurant and catering operation
- Professionally manage employees and customers to provide superior service levels
- Assist and support management to promote strong sales and focus on the team to ensure understanding of product offerings and promotions
- Assist with estimating food consumption, placing orders with suppliers, and scheduling delivery of fresh food and beverage
- Works closely with the Head Chef to ensure customer satisfaction
- Assist with oversight of cleaning of kitchen and dining areas to maintain sanitation standards, and keep appropriate records
- Assist with monitoring actions of staff and customers to ensure that health and safety standards and liquor regulations are complied with
- Assist with arranging maintenance and repair of equipment and other services
- Assist with utilizing technology to monitor inventory, tracking staff schedules and pay, and performing other record keeping tasks
- Assist with conducting staff performance reviews, scheduling, payroll and training
- Assist with ensuring that the organization complies with all statutory hygiene requirements
- Knowledge of food safety, health and sanitary procedures are mandatory
- Assist with menu creation, pricing, scheduling as well as competitive ordering and food and labor cost awareness is expected
- All other duties deemed necessary and befit this leadership position

Education, Qualifications, Experience and/or Skills:

- Bachelor's Degree in Culinary Arts, Management, or Business would be preferred
- Minimum of two years' supervisory experience or one year in a management position is essential
- Demonstrated track record of success in a similar position in a restaurant and catering operation
- Conflict resolution experience would be beneficial
- Knowledge of various local, ethnic and international cuisines
- Ability to work under pressure
- Good problem-solving skills
- Must be a team player, self-starter, responsible, honest, diligent, have a positive attitude, demonstrate good judgment and able to think quickly and clearly
- Excellent communication, reporting and organizational skills
- Thoroughness and attention to detail are essential
- Ability to work six days a week and be on your feet for long periods

COFFEE SHOP MANAGER AND BARISTA

Job Description and Duties

- Manage day-to-day operations of Coffee Shop, schedule staff and ensure performance is acceptable and duties are completed as required
- Work closely with Coffee Expert/Head Barista
- Provide excellent customer service to walk-in and telephone customers
- Operate a computer-based hospitality Point of Sale (POS) system and perform basic arithmetic
- Ensure cleanliness of kitchen, serving and eat-in areas
- Develop and foster a positive team/work environment
- Resolve customer and staff issues
- Assist with overseeing all aspects of coffee preparation techniques
- Ensure Coffee Shop complies with health and safety standards
- Utilize technology to monitor inventory and perform record keeping tasks
- All other duties deemed necessary and befit this leadership position

Education, Qualifications, Experience and/or Skills:

- Must have Coffee Shop experience
- Minimum of two years' experience as a Barista with a reputable company
- Knowledge of all aspects of coffee preparation techniques
- Excellent communication skills with the ability to train and educate staff about coffee, espresso-based coffee and Latte art for coffee cup decoration
- Ability to handle cash, write up food and drink orders in legible handwriting
- Full understanding and application of food and beverage health and safety regulations and potential allergens
- Must be able to work with a minimum of supervision and work well under pressure with a high attention to detail
- Ability to work six days a week, be on your feet for long periods of time and lift 50 pounds

WAITER/ WAITRESS

Job Description and Duties:

- Provides excellent customer service to customers (walk-in and telephone)
- Operates a Point of Sales system with efficiency to process customer transactions and other cashier related duties
- Takes food and beverage orders and processes orders quickly and efficiently with the kitchen to ensure customer satisfaction
- Prepares blended and coffee-based beverages to company standard
- Performs basic arithmetic
- Performs additional tasks, including cleaning and replenishing as needed
- Contributes to and supports the team orientated environment in our restaurants
- Differences in the role vary by location:
 - Restaurant - Provides table service to our dine-in guests
 - Buzz - Makes smoothies, shakes and other beverages
 - Catering- Performs server duties for off-site customers

Education, Qualifications, Experience and/or Skills:

- Two years' experience in the food and beverage industry, preferably as a waiter/waitress
- Possess basic knowledge of food handler safety and allergy awareness
- Possess strong cash handling and arithmetic skills
- Possess strong written and oral communication skills
- Ability to think quickly and clearly in a high-pressure environment
- Must be a team player, self-starter, responsible, honest, diligent, have a positive attitude and demonstrate good judgment
- Ability to work six days a week and be on your feet for long periods

CATERING SUPERVISOR

Job Description and Duties:

- Work with clients from start to finish, including original inquiry, event administration, coordination and supervision of event, administration of staff hours, post-event follow-up and billing.
 - Promote and provide growth in sales through direct customer contact, marketing initiatives, up-selling, preparing catering contracts and final billings, as well as by providing exceptional service and attractive merchandising of products
 - Work with Catering Manager to ensure "one-stop shopping" for clients, as much as possible, including coordination of supplemental services such as space, equipment, flowers, linen and various other supplies and services
 - Ensure standards of quality and service are consistently met, as well as those related to sanitation, health, and safety, conduct trainings when necessary.
 - Train all part-time staff. The incumbent may also oversee the work of cooks and food service assistants
 - Oversee the planning and coordination of equipment lists, off-site kits, vehicle fleet schedules, and other areas that relate to and support the Catering unit
 - Delivery, set-up and break-down of food, beverages and related supplies and equipment for catered events
 - Supervision of catered and bar events on-site including the supervision and distribution of food, beverages as well as the catering team.
 - Maintain a flexible schedule to facilitate supervision of daily operations and catering events as assigned
 - Oversee and manage all day-to day operations in the absence of the Catering Manager
 - All other duties deemed necessary and befit this leadership position
- Education, Qualifications, Experience and/or Skills:**
- Associate degree or professional qualification in Hospitality or commensurate experience
 - Three years' experience in the food and beverage industry with Front of House, silver service experience and training preferred
 - Full understanding and application of food safety with a high attention to detail are essential
 - Computer literate in Microsoft Office, Inventories and Catering software
 - Valid light and intermediate truck license with no demerits and safe driving track record
 - Excellent communication skills with the ability to learn and apply supervisory skills, including conflict resolution.
 - Must be honest, reliable and demonstrate good judgement with the ability to think quickly and clearly in a high-pressure environment, multi-task and show initiative
 - Must be a team player, responsible, self-starter with a positive attitude
 - Ability to work six days a week, be on your feet for long periods and lift 50 pounds

COFFEE EXPERT/HEAD BARISTA

Job Description and Duties:

- Oversees and actively participates in all aspects of our coffee business
- Professionally manage the day-to-day operations of our coffee roasting operation
- Oversees and has knowledge of all aspects of coffee preparation techniques
- Sources and evaluates the raw product
- Roast and blend varieties of coffee
- Arrange maintenance and repair of equipment
- Manage and train staff in all aspects of coffee preparation techniques and roasting
- Conducts coffee tasting (Cupping)
- All other duties deemed necessary and befit this leadership position

Education, Qualifications, Experience and/or Skills:

- Minimum of two years' experience as a Roaster and Barista with a reputable coffee company
- Proven experience in sourcing and evaluating the raw product
- Ability to roast and blend varieties of coffee
- Proficient in cupping and knowledge of coffee packaging and storage
- Must be a team player, self-starter, responsible, honest, diligent, have a positive attitude, demonstrate good judgment and able to think quickly and clearly
- Excellent communication skills with the ability to successfully conduct staff training
- Ability to work well under pressure with a high attention to detail are essential
- Must be able to work with minimum supervision and is self-starter
- Ability to work six days a week with some evenings depending on the volume of business, be on your feet for long periods and lift 50 pounds

Interested applicants should submit a resume with two written professional references to:

Ontru: Human Resources – Take Five Ltd.
20 Church Street, 2nd Floor, Suite 205, Hamilton, HM 11
Or email hr@ontru.bm

All applications must be received no later than: September XX, 2019



Take Five Ltd.