

# Take Five Ltd.

Is seeking applications for the following positions at  
BUZZ RESTAURANTS AND CAFES

We maintain a drug-free workplace and reserve the opportunity to perform pre-employment substance abuse testing and criminal background screening.

All applicants must be punctual, reliable, have a good work ethic and able to work Saturdays.

## RESTAURANT MANAGER

Essential duties and responsibilities include (but are not limited to) the following  
The successful applicant must have at a minimum two years experience in a management position and a demonstrated track record of successfully managing a restaurant and catering operation. An Associate or Bachelor Degree would be beneficial.

Requirements:

- Manage the day-to-day operations of the various restaurants and catering operation
- Ability to professionally manage employees and customers
- Applicants are required to be a team player, responsible, self starter, have positive attitude, honest, reliable, and demonstrate good judgment, diligent and the able to think quick and clearly.
- Excellent communication, reporting and organizational skills. Thoroughness and attention to detail are essential. Good problem solving skills and a strong interest in the restaurant business.
- Must have proven experience in training, cost control, payroll and scheduling.

## CATERING MANAGER

Essential duties and responsibilities include –

- Take charge of day to day operation of the catering department
- Planning, organizing and executing catering functions and events
- Leading, motivating and training the catering team
- Monitoring the quality of product and service provided
- Keeping financial and administrative records
- Liaising with suppliers and clients
- Negotiating contracts with customers

This appointment is for an energetic professional with a superb understanding of operational issues and a “hands-on” approach, must be able to work long hours and weekends.

Requirements:

2 years experience in a management position within a reputable catering company

Strong administrative – Microsoft office – skills

Neat and professional appearance

Clear interpersonal communication skills

## MAINTENANCE TECHNICIAN

Essential duties and responsibilities include –

- Must be able to cover the whole range of maintenance issues including refrigeration, air-conditioning, painting, plumbing etc.
- Must be able to work weekends, holidays and long unsociable hours where required
- Must be willing to assist with deliveries where necessary

This appointment is for a well seasoned 'all rounder' with a strong sense of responsibility. Must be a self starter and able to work without direct supervision.

Minimum Requirements:

Ten years of experience in general maintenance

Three years experience as an air-conditioning/refrigerating technician

## CHEF/SUSHI CHEF

Essential duties and responsibilities include –

- Preparation of food that is consistent in quality and presentation
- Assist in the creation and planning of menus and daily specials
- Assist in the preparation of catering

Minimum Requirements:

Two years of experience as a chef in the food and beverage industry

Ability and experience in preparing various cuisines

Ability to work well under pressure in an extremely busy kitchen

## SERVER / WAITRESS

Essential duties and responsibilities include –

- Providing exceptional customer service and effectively juggling walk-in and telephone customers
- Cash handling, taking food/drink orders and processing orders with the kitchen quickly
- Operating a computer based hospitality micros system and performing basic arithmetic
- Assist in the preparation of catering

Minimum Requirements:

Two years of experience in the food and beverage industry

Ability to write up food and drinks orders in legible handwriting

Ability to work well under pressure in an extremely busy restaurant

## CATERING SUPERVISOR

Essential duties and responsibilities include –

- Responsible for coordinating the delivery of all food and beverage catering orders.
- Assist with the set-up, break-down, cleaning and delivery of catering equipment.
- Liaise with Catering Manager to ensure all clients' needs are met.

Requirements:

Must have valid drivers license

Applicants must be of neat appearance and have a friendly disposition

Must have 5 years experience in a restaurant and catering environment

## KITCHEN PORTER

Essential duties and responsibilities include –

- Must have experience in cleaning commercial kitchen and equipment
- Must have own transportation
- Must be able to lift up to 50 lbs
- Must be able to work on weekends, holidays and evenings

**Please apply in writing with a resume and at least two professional references by 16 July 2011**

**To: "BUZZ Restaurant" – 20 Church Street – Washington Mall –**

**Upper Level – Hamilton**