



Armatec is looking for a Cafeteria Coordinator!

Please note that to be a candidate for this position; you must be able to obtain Government Security Clearance.

An innovative company with an entrepreneurial spirit, Armatec was established in London, Ontario, Canada in 1997. In the last 20 years Armatec has established itself as a significant player in the defence survivability market. Our products are instrumental in saving soldiers' lives around the world and we continually strive for innovation and product excellence.

Armatec is looking for a professional with passion, energy and initiative who wants to join our team. The successful candidate will have proven experience with a desire to think outside common boundaries and an appetite for growth. Key requirements for the individual looking to join our team of cultural high performers is a team player with excellent listening and inter-personal skills, the ability to empower your team and foster inter-departmental synergy.

Armatec prides itself on the highest standard of ethics and compliance to our values, our mission and vision; all key to the future innovation and growth of our company.

Do you have what it takes to provide guidance and mentorship in this fast moving and high tech environment?

Position Title: Cafeteria Coordinator

Location: Dorchester, Ontario

General Description:

The Cafeteria Coordinator assists in the production of the cafeteria ensuring food is prepared in a timely manner. The Cafeteria Coordinator is jointly responsible for maintaining adequate operational resources to provide food services to employees in adherence of all food service policies and procedures.

Job Duties:

- Coordinate and prepare food production, appearance, temperature and hygiene
- Menu preparation and ordering of supplies
- Ensure that the menu is served as written
- Ensure food is prepared and ready for lunch and break schedules
- Maintain kitchen, coffee and condiment areas to sanitary standards
- Prepare foods for special parties and groups and assist in the planning of these events, as required
- Ensure effective use of all food supplies and avoid food waste
- Receive and create ingredient and supply orders within budgets
- Provide friendly customer service to employees and guest
- Ensure the adherence to safe and sanitary kitchen practices at all times
- Train staff in the use and maintenance of cafeteria equipment
- Assist in the training of new cafeteria staff
- Identify and correct problems or potential problems related to safety and cleanliness
- Identify ways to improve work processes, efficiency, and quality
- Ensure HACCP procedures are followed at all times during food production

- Follow all personnel, department and facility policies

Requirements:

- High School Diploma or equivalent
- Minimum 5 years of food service work experience.
- Food Handling Certificate
- Able to effectively communicate both verbally and in writing
- Knowledge of safe food preparation and handling techniques
- Knowledge of nutritional standards and applications
- Understanding of vendor relations including quotation and ordering process
- Working skills of MS Word, Excel and e-mail
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- Customer service experience a must
- Strong work ethic and positive team attitude
- Must have a valid driving licence

Armatec offers a competitive compensation package with a comprehensive, flexible group benefits program.

Qualified candidates may apply to: hr@armateconline.com. Please **include position title in e-mail subject line**. We thank all who apply, but only applicants selected for an interview will be contacted.

Equal Employment Opportunity

Armatec is committed to Employment Equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals.