



# Arctic Co-operatives Limited

[Statement on the Co-operative Identity and Seven Principles](#)

## Career Opportunity

Title	Food Services Support Specialist
Other	<ul style="list-style-type: none"> <li>• Full time, permanent</li> <li>• High volume travel to Arctic communities in Nunavut, Northwest Territories</li> <li>• Based out of Manitoba with occasional work days in the Winnipeg - Home Office</li> </ul>

Benefits of working at Arctic Co-ops include:

- a competitive salary,
- annual vacation (accrue 3 weeks of paid vacation time in first year),
- employer-matched pension plan,
- comprehensive group benefits plan,
- career development opportunities,
- annual performance plans,
- and an environment where employees are encouraged, supported and recognized.



### Position Summary

The Food Services Support Specialist is responsible to assist in the development and implementation of work plans essential in the efficient and effective operation of the Inns North Hotel kitchens and dining areas.

### Duties and Responsibilities

- Implement the goals and objectives for the Hotel provided by the Inns North Department Guidelines. The goals and objectives may include:
  - Review and implement controls for inventory of food supplies and complete calculation of projected and actual gross margin.
  - To implement two week rotating menu as offered to the hotel guests; cost out menus.
  - Ensure the use of the Inns North standardized menu layouts and assist with their creation.
  - Recommend better ways to improve service and food quality.
  - To prepare all food items according to company standards.
  - Create standardized recipes, portion size, presentation and cooking instructions and quality standards as directed by management.
  - Provide training standards to keep a clean and sanitary kitchen and equipment.
  - Implement procedures to prevent spoilage and control wastage
  - Train, provide direction, and evaluate staff for the hotel/food services. Advise the General Manager of areas necessitating discipline.
  - To assist the Hotel/Cook Manager for the assigned period of time to ensure plans are

implemented.

- To follow other assigned duties by the General Manager.
- From time to time due to vacancies, act as the Hotel Cook/ Manager for the assigned period of time. Assignments may vary based on status of staff in the Co-operative and extent of goals, however will not exceed 4 weeks in duration at a time.
- Liaise with the General Manager to provide updates on the goals and objectives, and financial results.
- Train and develop staff in all aspects of kitchen and dining room operations including job duties and responsibilities for each position, organizing workflow, etc. Provide leadership to the staff as required. Orient new Hotel Managers to ensure established procedures continue.
- Provide strong customer service and community spirit to promote the Co-op to members.
- Make recommendations to the General Manager to ensure effective and efficient kitchen and dining room procedures continue.
- Review, update and recommend improvements to the Area Manager and senior management on the established goals and objectives, changes required, improvements, etc. Prepare and submit, in writing, weekly progress reports.
- Provide telephone support to Inns North employees on a variety of areas when working in the south.

#### Qualifications

- Strong knowledge of Co-operative Hotel procedures with a minimum of 3 years of Hotel Cooking experience.
- Good knowledge of the Co-operative system.
- Proven customer service and team building skills.
- Working knowledge of Point of Sale, Quasar, and Medallion programs.
- Excellent computer skills including strong working knowledge of Excel, Word & Powerpoint.
- Superior interpersonal, communication, and leadership skills.
- Proven commitment to personal growth and development.
- Ability to train and develop staff.
- **Ability to travel to Co-operatives in the Arctic Co-ops System. Travel is extensive and will include trips of up to 4 weeks in duration.**

**We'd love for you to join us!**

**Applications accepted via email to [Human Resources](#) or by fax 204-632-8575**

**For more information you can visit [our website](#)**

**or find us on social media (click on icon)**

