



## Job Description

### Manager - Catering Services

30 hours/week - hybrid

9 weeks with the potential to extend

\$18/hour

Hours include could include weekends and early mornings

This role is partially funded by the **Canada Summer Jobs grant program** via the **Youth Employment And Skills Strategy**. To qualify, **applicants must be between the ages of 15 to 30 years. Applicants do not need to be a student to qualify.** Further eligibility requirements are listed below.

### About Do Good Donuts

Do Good Donuts is a startup social enterprise that hires young adults with intellectual disabilities, developmental disabilities and neurodiversity for paid, on-the-job training at our Farmers Market donut shop, where they gain the skills, experience and confidence they need to succeed at work in the community.

Currently, Do Good Donuts sells out of two Farmers' Markets. We are proud vendors at the Leslieville Farmers Market in Greenwood Park Sundays, 9 am - 2 pm, and at High Park Community Market on Thursday afternoon.

Our trainee employees join us for paid, work-based training on Saturdays from 9 am-1 pm. This shift includes classroom learning and hands-on baking training.

Together, our team, employees, and volunteers are helping change how people think about employing people with disabilities. We hope you'll join us!

### About the Manager - Catering Services

As our catering business grows, we're excited to hire someone to receive, plan, prep and coordinate the execution of catering orders. They'll ensure we have kitchen time, supplies, and staff to execute orders and be on-site to coordinate production, making sure orders are delivered on time.



This team member will help identify new potential catering clients and work with the senior team, bakers and employees during preparing catering orders to ensure every order is prepared to client specifications and is delivered on time.

**Requirements & Qualifications:**

- Experience in baking or hospitality an asset
- Strong organizational skills, and attention to detail
- Exceptional interpersonal skills
- Food Handlers Certification an asset
- Ability to work independently, take initiative, and assume responsibility with minimal supervision
- Familiarity with Google Workspace (Docs, Sheets, Drive, Calendar etc.), working with spreadsheets an asset
- Lived experience interacting with people who have intellectual and/or developmental disabilities is an asset but not required
- Excellent team player
- Willingness to jump in where needed
- Ability to work early morning hours and weekend hours regularly

**Duties include:**

- Oversee the scheduling, logistics, and invoicing for catering, pop-up, preorder/pickup, and festival opportunities.
- Book commercial kitchens for production
- Use Google suite to keep an up-to-date calendar, inventory list, product needs and current inventory
- Work with the Bakery Manager – Retail to ensure the inventory lists, ingredient needs and product stock lists are up-to-date
- Created a detailed production list for each job/opportunity
- Create a plan for delivery/pickup for each job
- Seek out opportunities to fill the summer calendar
- Where possible, find opportunities for our employee trainees with intellectual and developmental disabilities to participate on-site for catering and community orders
- Create budgets and shopping lists for ingredients for catering jobs based on existing lists to ensure we have everything we need to fulfill orders
- Ensure the online ordering portal has up-to-date details and info for those looking to engage Do Good for catering or community events.



- Ensure a safe working environment and follow safety protocols outlined by Do Good Donuts.
- Provide ongoing tracking through Google Suite of clients served, products produced, any changes to recipes or special order items, kitchen time used and budgets
- Be on-site in the kitchen during prep days to ensure the order (products/quantity/packaging etc.) is being prepared as per instructions
- Be on-site at staffed catering jobs /popups /community events to liaise with clients and ensure DGD is exceeding client expectations
- Support employee trainees when needed
- Document the process with photos and videos to provide to the social media team.

### **Skills Developed in this role:**

#### **Client service**

Client Service refers to the ability to communicate efficiently and professionally with clients. At work, client service skills are required to interact with clients on behalf of the employer.

#### **Teamwork**

Teamwork refers to the skills needed to interact with other people. At work, people work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.

#### **Communication**

Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally by speaking, listening and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities that involve verbal or written exchanges.

#### **Digital skills**

Digital technology refers to the skills needed to understand and use digital systems, tools and applications and to process digital information. People use digital technology skills at work to input, access, analyze, organize, create and communicate information



and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smartphones and other digital devices.

### Leadership

Leadership refers to a number of skills, including communication, relationship building, the ability to delegate and traits such as honesty. At work, leadership skills are required when working in a team, demonstrating initiative, and taking responsibility for completing tasks requiring multiple employees.

### Canada Summer Jobs Eligibility Requirements:

- Be between 15 and 30 years of age at the start of the employment\*;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

To learn more about Do Good Donuts, visit our website at [dogooddonuts.org](http://dogooddonuts.org).

Email a resume and cover letter to [training@dogooddonuts.org](mailto:training@dogooddonuts.org) to apply for this role.