St. Clair College Centre of the Arts

PART-TIME OPPORTUNITIES

The St. Clair College Centre for the Arts (201 Riverside Drive West, Windsor) is home to a wide array of meeting, convention, special occasion and event opportunities. It is open to the public from Monday to Friday, 9:00 AM to 5:00 PM. Regular facility and operational hours vary depending on the specific service. Evenings, weekends, and Chrysler Theatre hours vary. Part-time contracts, hours and opportunities vary per semester.

Please submit your resume/application quoting the competition number online application at: https://www.stclaircollege.ca/careers/apply.

CHEF DE PARTIE
COMPETITION #: SCCCA-PTA-01

ACCEPTING RESUMES

Starting Hourly Rate: $24.36 per hour.
Hours per Week: Up to 37.5 hours per week. Shifts will range from morning to afternoon, to late night, including weekends and holidays.

SPECIFIC QUALIFICATIONS:

- Red Seal certification or equivalent experience.
- Supervisory experience in a fast-paced unionized kitchen environment coordinating staff for efficient operations.
- Two years' experience in the banqueting and large quantity food production industry.
- Valid driver's license (required to drive to off-site event locations to supervise kitchen employees).

KEY RESPONSIBILITIES:

- Coordinate kitchen operations, banquet production, food preparation activities, production schedules, event requirements, and staff assignments while ensuring compliance with food safety.
- Monitor inventory levels, participate in monthly inventory counts and coordination of orders.

BANQUET SUPERVISOR
COMPETITION #: SCCCA-PTA-02

ACCEPTING RESUMES

Starting Hourly Rate: $24.36 per hour.
Hours per Week: Up to 37.5 hours per week. Shifts are primarily evenings, Thursday to Saturday.

SPECIFIC QUALIFICATIONS:

- Minimum two (2) year diploma in Hospitality, Event Management or Culinary.
- Minimum of three (3) years of experience in supervising banquet staff in a high-volume facility.
- Strong commitment to client satisfaction and good computer skills.
- The ability to work on a flexible schedule including evenings and weekends.
- Smart Serve Certification.

KEY RESPONSIBILITIES:

- Supervise part-time staff, under the direction of the Banquet Manager.
- Ensure client satisfaction by maintaining a visible presence at events and attending to client needs.
- Responsible for the set-up, tear down and cash responsibilities for event.

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process.
If you require an accommodation, please contact Human Resources.

We invite applications from qualified applicants. While we appreciate all applications, we will acknowledge only those applicants invited for an interview.

COMMITTED TO EQUITY IN EMPLOYMENT AND EDUCATION
Visit our Employment Opportunities Web Page at:
https://www.stclaircollege.ca/careers/current-opportunities

Information is collected under the Freedom of Information and Protection of Privacy Act.