

FINDING WORK



LITTLE HAVEN EMPORIUM

The Company

Little Haven Emporium has delighted Wainwright residents and visitors with its health conscious lunches, specialty coffees and teas, and homemade “comfort foods” for several years. Offering a wide variety of sandwiches, baking, salads, wraps and homemade soups, the cafe prides itself on the freshness and attractiveness of its food. No MSG or other additives are used in the preparation of its food; and there are no processed meats.

Locally owned and operated, Little Haven offers a warm, friendly and welcoming atmosphere in which to share coffee or lunch with friends. The business also offers for sale an eclectic mix of wall decor, antiques, collectibles and giftware, coffees and teas and seats 55 persons.



The Work

The business has one full time and six part-time employees in the following positions: Kitchen Supervisor/Main Cook, Food Preparation and Servers. All tasks are shared “everybody does everything”.

Hours of Work

Little Haven is open from 8:00 a.m. to 5:00 p.m. Monday, Tuesday, Wednesday and Friday, and from 8:00 a.m. to 8:00 p.m. on Thursdays, and from 9:00 a.m. until 4:00 p.m. on Saturday. The cafe is closed on Sunday and Statutory Holidays.

The Ideal Candidate

The ideal candidate to work at Little Haven Emporium should have the following attributes:

- Be neat and clean and friendly
- Have an outgoing personality and good people skills
- Articulate, with good communication skills
- Excellent customer service
- Career minded
- Interested in the food industry
- Creative and knowledgeable about food
- Self-motivated
- Willing to “go the extra mile”
- Experience in a similar work environment a definite asset



Kitchen Supervisor/Main Cook

- In charge of menu
- Baking of pies, cookies, buns
- Prepares soups and specials
- Responsible for inventory
- Supervises food preparation
- Responsible for maintenance of kitchen and food preparation area
- *Food Safe* course required

Food Prep Staff

- Prepares salads and vegetables
- Responsible for portion control
- May be required to assist Cook
- Serves customers with food
- Keeps work area clean
- *Food Safe* course required

Servers (Front Staff)

- Prepare specialty coffees and drinks
- Keep area and tables sanitized
- Customer service
- Keep inventory of coffee and syrups
- Keep shelves dusted
- Take food and beverage orders
- Operate till and take payment from customers
- Track royalty cards and tapes

Training

Staff are provided with hands-on training. Each employee is given the opportunity to train in the kitchen. The manager trains staff and regular staff meetings are held.

Salary and Benefits

Salaries range from \$10 - \$14 per hour. Front staff receive gratuities. Staff receive food discounts and other discounts. There are no benefits. Vacation entitlement is in accordance with the *Labour Standards Act*. The company provides a Christmas party and staff picnic.

How to Apply

Recruitment typically is by word of mouth and walk-in.

Interested applicants should apply with a resume and references. References will be checked. Potential employees will receive a personal interview.

Resumes and applications can be forwarded by fax or apply in person to:

Ruth Johnstone
Little Haven Emporium
420 – 10 Street
Wainwright, AB T9W 1P5

Tel: 780 842-6631
Fax: 780 842-6632

