

## **Manager Administration**

### **Duties include:**

- responsibility for the overall Operations and Management of the Cafe.
- acting as the liaison person for the Cafe with the Kanata Seniors Council Board of Directors
- working in cooperation with the Manager for Cooks and Cooking activities as well as the Assistant Manager and Scheduler to ensure that the Cafe operations are run in an effective and efficient manner
- setting goals and objectives for the Cafe and Volunteers in cooperation with the Cafe Management Team
- setting budgets and reviewing costs related to the Cafe
- training new Cafe Volunteers
- liaising with the Cafe Shopper to ensure that food requested by the Cooks and other Volunteers is purchased for the Cafe
- liaising with Cafe Scheduler to ensure that all required spots/times for the various shifts are filled
- compiling and producing an Annual Report on Cafe operations
- other related duties

## **Cooks**

### **Duties include:**

- supporting and assisting the Manager of Cooks and Cooking
- preparing a hot meal on the day that you volunteer
- advising the Cafe Shopper what ingredients are required to prepare the hot entree
- ensuring that the soup is warmed up
- assisting in drawing up monthly menus within approved price range for the hot entrees
- attending a monthly Cooks meeting
- other related duties

## **General Cafe Volunteers**

### **Duties include:**

- assisting in either opening or closing the Cafe, following the procedures described in the Council Cafe Information Manual
- ensuring that there is sufficient coffee/tea or hot water to be served during your shift

- taking out soup for the day and heating it up
- taking out dessert(s) for the day
- posting the menu on the information board in the Cafe area
- ensuring sufficient stocks of soft drinks, juices and water are in the front fridge
- if supplies required, listing them on the Order Clip Board
- washing down the tables and other surfaces in the Cafe area
- some volunteers will be requested to take orders and cash at the front counter and count the cash float when opening up or closing for the day
- other related duties

If you can spare a few hours a week to volunteer you will be assisting seniors who come into the Cafe for a good meal and great conversation. You do not have to be a senior to volunteer in the Council Cafe.

Please contact: Kay Dubie, President, Kanata Seniors Council at:  
[ked.dubie@sympatico.ca](mailto:ked.dubie@sympatico.ca), Tel: 613- 254-7164