

## **JOB POSTING**

### **Full-time, Permanent: Supervisor of Royal Pantry Eatery and Auxiliary Coffee Shops, QEH Auxiliary, Queen Elizabeth Hospital, Charlottetown**

*Come work with us!* We're a volunteer organization at the QEH in Charlottetown and we are looking to hire a full-time Supervisor to operate the Royal Pantry Eatery and Auxiliary Coffee. You'd be working in a fast-paced environment with some great volunteers and staff to raise funds to support our mission.

#### **What You'll Do:**

- Oversee the daily operations of the Royal Pantry Eatery and Auxiliary Coffee Shop, ensure cleanliness, safety and efficiency.
- Maintain high standards of customer service and hospitality to patients, staff and volunteers, and visitors.
- Ensure opening and closing of both shops with proper coverage for all shifts.
- Assist with recruitment, train, schedule and support food services volunteers in a computerized environment.
- Maintain inventory, including ordering, receiving, storage and restocking in a computerized system.
- Supervise and train staff in Auxiliary Coffee Shop and Royal Pantry Eatery
- Assist with budget and financial report for the QEH Auxiliary General Manager of Shops
- Promote a service culture consistent with the Auxiliary's values and mission.

#### **Who You Are:**

- Post secondary education or applicable certificate or diploma in hospitality or food services
- Experience in food services, retail or nonprofit volunteer management
- A leader and mentor in a fast-paced busy environment
- Proficiency in point of sale system, computerized inventory control, MS Office
- Certified basic food safety standards.
- Someone who has been a volunteer or experience working in a non-profit
- Ability to lift up to 25 pounds and can stand for long period
- Can work a flexible work week with some evenings and weekends if required

#### **What We Offer:**

- Permanent, full-time employment (6 months' probation)
- An attractive benefits package including health, medical, dental and pension
- A whole team of volunteers to surround you and help achieve great things
- An opportunity to bring new ideas and food offerings to the Royal Pantry Eatery and Auxiliary Coffee Shop.

**To Apply:**

- Please send a copy of your resume
- A convincing introduction letter as to why you would be the best candidate, including two references to:
  - [qehauxiliaryjobs@gmail.com](mailto:qehauxiliaryjobs@gmail.com)
  - Attention: Supervisor of Royal Pantry Eatery and Auxiliary Shops
- Before midnight December 12, 2025