

CACTUS CLUB CAFE

WE ARE ON THE HUNT FOR A

# FULL TIME OFFICE MANAGER

Cactus Club Cafe is passionate about hiring the best and developing our people to their highest potential. We create leaders at every level of our organization and the potential for career growth is limitless as we continue to expand across the country.

As an office manager, your primary responsibility will be to support the Full Time Office Manager with reporting and general office management duties.

## YOU ARE:

- Able to prioritize tasks and responsibilities to ensure deadlines are met
- Confident with numbers as you will be responsible for data entry, weekly numbers and reconciliations
- Reliable and trustworthy as you will be responsible for cash deposits, as well as debit, credit and gift card transactions daily
- Professional and confident in all aspects of business
- Proficient in using Microsoft Office applications (Word, Excel and PowerPoint)

## WE WILL:

- Hold ourselves to the highest standard as a Platinum member of Canada's 50 Best Managed Companies, a Top Employer for Young People, and one of Canada's 10 Most Admired Corporate Cultures
- Offer flexible scheduling and 50% off your Cactus menu favourites on shift
- Provide continuous training and development opportunities
- Ensure you work with a FUN team! Check us out on Instagram @LifeAtCactus

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## APPLY NOW:

Interested? Please submit your resume to the location of your choice.

You are also able to submit a video interview by clicking

[www.cactusclubcafe.com/interview](http://www.cactusclubcafe.com/interview)

Cactus Restaurant Ltd. is one of the fastest-growing and highest-performing restaurant groups in Canada. With a menu created by Executive Chef Rob Feenie, Cactus Club Cafe offers the best in modern Canadian Cuisine using local, fresh ingredients served in a vibrant, contemporary setting. Proudly Canadian owned and operated, Cactus Club Cafe has 31 restaurants and is currently experiencing its largest growth since opening its doors in 1988.

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## CACTUS CLUB CAFE

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# LINE COOK

Cactus Club Cafe is passionate about hiring the best and developing our people to their highest potential. We create leaders at every level of our organization and the potential for career growth is limitless as we continue to expand across the country.

Our Line/Prep cooks advance their culinary journey by working with some of the world's finest menu offerings and teams of dedicated and talented cooks who share a passion for the culinary arts.

#### YOU ARE:

- Passionate about food and cooking with a willingness to learn
- Versed in food safety to ensure the highest standards are executed
- Experienced in completing inventory checks for food items
- A hard worker driven to achieve individual, team and company goals

#### WE WILL:

- Hold ourselves to the highest standard as a Platinum member of Canada's 50 Best Managed Companies, a Top Employer for Young People, and one of Canada's 10 Most Admired Corporate Cultures
- Offer flexible scheduling and discounted shift meals
- Provide experience in food costing and working with complex ingredients to create a variety of dishes
- Provide an unbeatable business education through carefully crafted training such as a mentorship program, Cactus University, and Red Seal support
- Ensure you work with a FUN team! Check us out on Instagram @LifeAtCactus

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#### APPLY NOW:

Interested? Please submit your resume through [www.cactusclubcafe.com](http://www.cactusclubcafe.com) or complete a video interview by visiting [www.cactusclubcafe.com/interview](http://www.cactusclubcafe.com/interview).

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