



CCM Canada
Job Posting: CCM Cafe Manager (Montreal)

CCM Canada Vision: “Reaching the Chinese to Reach the World”

CCM Canada Mission: “Bringing People to Christ and Building Up God’s Followers through Holistic Care”.

CCM Urban Centre Ministry is one of four missions of the Chinese Christian Mission of Canada. Six urban mission centres have been set up across Canada since 1992. For information on CCM Centres, please visit the website: www.ccmcanada.org.

Nature of Work: Full Time. Managerial, Strategic Planning, Implementation, and Operation

Report to: Executive Director

Duties and Responsibilities

- Supervising, recruiting, and training staff in cafes
- Assisting in scheduling staff members and quickly locating replacements in case of sickness or absence
- Maintaining and monitoring inventories
- Listening to customers and resolving their complaints
- Assigning rules and responsibilities to employees for operational efficiency
- Making sure that the store is maintained following sanitation and cleaning standards.
- Getting customer feedback to help you make the right business decisions or make changes that will meet your customer’s needs.
- Monitoring and managing store employees by conducting regular performance assessments, giving feedback, and setting challenging goals for operational improvement.
- Arranging regular meetings to discuss business development opportunities and other issues.
- Ensuring efficient store operations and communicating clearly with employees
- Keeping the cafe clean, safe, and welcoming for customers.

- Working with CCM Montreal director to ensure that the operation and the ministries of CCM center are able to conduct within the premise of the café.
- Ensuring the operation of the café in compliance with the value and the ethical rules of CCM Montreal center.
- Working with education institution of special needs to set up the café as the training center for their students.
- Ensuring the café in compliance with Quebec food safety and health regulation
- Any other duties as assigned by the Executive Director.
- Available for working in evenings and weekends as needed.

Qualifications

- High school diploma or GED
- A bachelor's degree in business administration, or certification in business management, is highly desirable.
- Organizational and time management skills.
- Effective communication skills.
- Obtain a valid Food Handler Certificate in Quebec
- Fluency in French, English, and Chinese.

Other Requirements: The candidate must understand and support CCM Canada's mission and faith statements.

How to Apply: Email your resume and cover letter to Rev. Janet Jim at jjim@ccmcanada.org

*Note: We thank all candidates for their interests. However, only those selected for interviews will be contacted.