



**Temporary Café Manager,  
Approx. 26hrs/week**

**August 12, 2024 – January 23, 2025**

**L'Arche Hamilton Inclusion Café**

**Monday 8:30AM- 5:00 pm Tuesday, Wednesday 8:30AM-2:00PM Thursday 8:30AM- 3:00PM**

**At L'Arche Hamilton, our Mission is to:**

**Make known the gifts of people with intellectual disabilities, revealed through mutually transforming relationships.**

**Foster an environment in community that responds to the changing needs of our members.**

**Engage in our diverse cultures, working together towards a more human society.**

L'Arche Hamilton is seeking a person who will support the mission and mandate of L'Arche Hamilton and assist The Inclusion café trainees and volunteers especially when extra support is needed and if the Café Manager is away. This is for an individual who has an interest in supporting an enterprise and a passion for L'Arche mission.

- Supervising and training The Inclusion Café's Core Members and Volunteers with job skills such as food handling, food service, customer service and prep work.
- Transporting L'Arche Core members trainees to and from Café
- Ordering and tracking supplies and food.
- Contribute to social media, bulletins, information
- Converse with City of Hamilton/Rec Centre for scheduling, needs, etc.
- Keeping track of revenue received through the cash register system,

**Qualifications include:**

- Post-secondary formation/education.
- Experience supporting people with intellectual disabilities.
- Ability to communicate proficiently (verbal, written, electronic)
- Full "G" license and insurable
- Flexibility to adjust at short notice
- Previous business experience and knowledge of POS systems is an asset.

To be considered for this role, please send your resume and a written letter or email of intent to

Dave Drenth [dave@larchehamilton.org](mailto:dave@larchehamilton.org) or [karen@larchehamilton.org](mailto:karen@larchehamilton.org) ASAP

*L'Arche Hamilton thanks all applicants for their interest in this role, however, only those invited for an interview will be contacted.*