

The Butchart Gardens is looking for an individual to fill the following position:

Department: Food Services - Administration

Position: Systems Specialist

The Food Services Systems Specialist will be responsible for a variety of administrative duties including:

The successful candidate will report to the Director of Food Services and will be required to:

- Program all Maitre'D POS menu items, daily, seasonally and changes as needed
- Deploy, configure and maintain all POS system for all restaurants and seasonal satellites
- Ensure all menu items are up to date, functioning properly and tracking correctly on reports
- Make certain that all tender types, discounts, service charges, American currency exchange etc. are accurate
- Maintain and deliver accurate POS reports including; daily sales report, daily promo report, weekly and monthly item sales reports, reports for Accounts department and from time to time any other reports that may be required
- Create training outlines and guidelines for staff POS training and assist managers in training
- Set up and maintenance of all recipes, forms, and templates
- Produce and supply templates for Chefs to quickly and accurately record and track pertinent information
- Enter all recipes & provide food costing reports, along with Administrative Assistant
- Enter all Food Services invoices, along with Administrative Assistant
- Coordinate and enter waste reports, along with Administrative Assistant
- Coordinate monthly inventories, along with Administrative Assistant, produce discrepancy count lists, organize re-counts where necessary
- Where necessary assist in general typing, word processing, answering telephones, assisting staff etc.

The successful candidate will possess the following qualifications:

- Very strong organizational and communication skills
- Computer skills including;
 - Expert Level Microsoft Excel
 - Expert level Microsoft Visual Basic programming
 - Expert Level Structured Query Language programming
 - SQL Server Database Administration
 - SQL Database development and user interface design
 - Internet Information Services Web Server administration

Additional experience that would be favourable:

- Experience in an administrative position
- Some Food Service experience could be an asset
- Diploma in computer science or programming

This is a full-time, year-round position, eligible for benefits after six months. We are looking for the position to start January 4, 2021. The expectation is forty hours per week plus overtime if required. **Please submit a cover letter and resume by December 4, 2020.** The Butchart Gardens Ltd., 800 Benvenuto Ave, Brentwood Bay, BC V8M 1J8, Fax: 250-544-4455, Email: hr@butchartgardens.com

We sincerely thank all applicants; however, only short-listed candidates will be contacted. You must be legally permitted to work in Canada to be considered.