



Western Development Museum  
Saskatoon

2610 Lorne Avenue  
Saskatoon, SK S7J 0S6

P: 306-931-1910  
W: wdm.ca

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## **Western Development Museum - Saskatoon is accepting applications for the position of Food Services Supervisor**

### **GENERAL DESCRIPTION:**

The Food Services Supervisor leads daily café and catering operations, ensuring efficient service, quality food production, and excellent customer experience. Reporting to the Commercial Services Manager, this role supervises and schedules staff, manages inventory and ordering, coordinates event requirements, resolves issues, and supports operational excellence, profitability, and service quality.

### **KEY RESPONSIBILITIES:**

- Lead, supervise, and mentor café and catering staff, promoting teamwork, accountability, and professional standards
- Schedule staff shifts, breaks, and rotations to ensure smooth operations and full coverage
- Provide coaching and hands-on training in food preparation, service, safety, sanitation, and customer interaction
- Oversee daily café operations, maintaining efficiency, cleanliness, and food safety compliance
- Support onboarding, performance tracking, and professional development of staff
- Participate in service during peak periods to support team performance and morale
- Handle customer complaints and resolve staff or operational issues professionally and calmly
- Review catering contracts, coordinate production and delivery, and ensure alignment with team leads
- Manage food, beverage, and supply orders; track inventory, storage, rotation, and implement cost-control measures
- Monitor menu execution, product quality, portion control, and presentation standards
- Recommend menu adjustments based on customer feedback, inventory trends, and cost analysis
- Foster clear communication, resolve conflicts, and maintain a respectful, inclusive team culture
- Complete daily administrative and reporting tasks, including temperature logs, waste reports, and cash reconciliations
- Ensure all café and catering operations comply with food safety regulations, workplace safety standards, and WDM policies

### **QUALIFICATIONS:**

- A relevant post-secondary certificate or diploma is required
- 5 years of experience in a food services environment, most recently in a supervisory role
- Must have proven leadership and management skills

- Excellent computer skills are essential
- An equivalent combination of education and experience will be considered

**CONDITIONS:**

- **Salary Range:** \$25.62 - \$29.70 per hour
- **Work Schedule:** Up to 80 hours per 2 week pay period. Evening and weekend is required as needed.
- **Benefits:** The WDM offers a comprehensive benefits package, including paid sick leave and employer paid health and dental coverage for eligible employees, as well as participation in the Public Employees Pension Plan with employer matched contributions. WDM is committed to providing a safe, equitable, and inclusive workplace.
- **Effort:** Deals with fixed deadlines, fluctuating volumes of work and frequent interruptions. Work can measurably affect several functions within the Museum, and many problems are addressed through solutions involving a variety of approaches where outcomes are unknown. This may cause moderate stress.
- **Location:** This position works on-site at the Saskatoon WDM
- **Job Description:** Full job description can be viewed on the WDM Website: [Careers – Western Development Museum \(https://wdm.ca/about/careers/\)](https://wdm.ca/about/careers/)
- The successful candidate will be required to undergo a criminal record check.

If you're interested in joining our team, please submit **a single document with your resume and a cover letter included**, outlining your qualifications and experience to <https://careers.risepeople.com/western-development-museum/en>

**Applications will remain open until a suitable candidate is found.**

**Apply to:**

Food Services Supervisor Selection Committee WDM – Saskatoon  
2610 Lorne Avenue  
Saskatoon, SK S7J 0S6

*We thank everyone for applying for this position. Only applicants selected for an interview will be contacted.*

*The WDM welcomes everyone to apply, especially those individuals who are underrepresented in the museum and heritage field. If you require accommodations to apply for this position, please contact Breanne at 306-934-1400 EXT 1120 or [blessard@wdm.ca](mailto:blessard@wdm.ca).*