



The Palin Foundation, est. 1976
63 Gould Street
Toronto, ON M5B 1E9

We are currently seeking the ideal candidate to fill the position of:

Full-time Lead Hand

POSTING DATE – Feb 25th , 2025

POSTING EXPIRES – March 4th , 2025

ABOUT US:

In 1976, The Palin Foundation was incorporated with a mission to create a space for students on the former Ryerson Polytechnic campus that was fully student governed. Fast forward to 2007 and that was realized in the building of the new Student Campus Centre adjoining the historic Oakham House at the corner of Gould and Church Streets in downtown Toronto. Following the change in institutional name, we've updated the name of our building and many of the services we offer here.

The Palin Foundation administers the newly renamed Toronto Metropolitan Student Centre (TMU-SC) along with Oakham House. TMU-SC is home to student unions, affiliated campus groups, The Eyeopener newspaper, Met Radio and the Good Food Centre. Inside Oakham House you'll find the Office of the Ombudsperson, Oakham Café, The Met Campus Pub and a host of rentable venue spaces.

We operate with a mandate to provide:

Affordable and healthy **food**, stable student **employment**, a platform for **advocacy**, flexible **space** that fits your needs, and connection to a broader **community**.

THE OPPORTUNITY:

Are you looking to join a restaurant that cares about your experience and means it when we say WORK LIFE BALANCE?

Are you a night person who comes alive after dark?

Are you looking for an experience that will challenge you to consistently learn and grow in your position?

Are you looking to join a team that you don't work for, but that you are a part of? A team where your input, work, successes, and failures are valued and seen to help our organization grow?

If you answered YES to any of these questions, we encourage you to apply. We promise we will not waste your time. If you are the right fit, you will join our amazing team.

Why would you join our team? Our focus is on Experience. Whether you are joining us on our staff team, as a customer, or as a building guest, we want you to have the best experience possible while under our roof.

POSITION OVERVIEW:

The Lead Hand will support the daily operations of The Met campus Pub (primary) and the Oakham Cafe, ensuring compliance with TMU-SC policies, procedures, and strategic goals. This role involves supervising both part-time and full-time staff, assisting with recruitment and training, and ensuring high-quality service and product standards. Additionally, the Lead Hand will work closely with Management to maintain legal and regulatory compliance, coordinate student-focused events, and uphold financial integrity.

DUTIES & RESPONSIBILITIES:

The Skills You Need (or Are Willing to Develop) to Be Successful in the Position:

- Ensures daily operations of the The Met Pub are functioning according to our policies and procedures of the TMU-SC
- Creates an environment that is positive, inclusive, respectful, and welcoming to all members of our team and all guests of the building
- Assist management with the training and supervision of all staff according to our established policies and procedures
- Upholds the values, vision, and mission of the TMU-SC
- Assist management with inventory control
- Ability to think on your feet and take accountability for your actions
- Strong knowledge of beer, spirits, and wine as well as Bar Service (Pub Lead)
- Strong knowledge of specialty coffee and Barista Service (Café lead)
- Ability to take direction and execute efficiently
- Coachable and able to receive constructive feedback
- Proven communication and interpersonal skills

JOB QUALIFICATIONS

- Minimum 1 year experience in a senior position within a restaurant, head waiter, head bartender, shift lead, junior management position or equivalent education with life experience
- Bartending/hospitality management programs an asset
- Smart Serve Certified
- Knowledge of inventory control
- Knowledge of food handling, proper storage, and rotation of all products

COMPENSATION & CULTURE:

Position Title: Full time Lead Hand

Department: The MET Pub (primary) Lead hands will be moved from dept to dept as needed

Base Salary: 24.95 hourly (increased based on seniority)

Contract Type: Full time, permanent, Unionized

Tentative start date: TBD

Location: 63 Gould Street, Toronto

Don't meet every single requirement? We strongly encourage you to still apply! At The Palin Foundation, we are committed to creating a diverse and inclusive environment. We encourage your application even if you don't believe you meet every single qualification outlined – part of our organizational ethos is the development and building of capacity within our team.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

The Palin Foundation is committed to employment equity and the creation of a staff group that reflects the community that we serve. As such, we do not discriminate in hiring or terms and conditions of employment because of an individual's race, ancestry, colour, place of origin, religion, gender, gender identity, national origin, citizenship, age, disability, sexual orientation, family status or marital status, or any other protected category recognized by provincial or federal laws. We strongly believe that alleviating the under-representation of equity-seeking individuals will create a stronger team and allow us to better serve the needs of our diverse community.

Should you require any accommodation, please inform us and we will work with you to meet your accessibility needs. For any accessibility-related assistance, requests for information in accessible alternative formats or to report any accessibility problems, please share in your application.

SUBMITTING YOUR APPLICATION:

Please submit your application by email to jobs@tmusc.ca with the subject line "Lead Hand". In your application, please include a resume and cover letter that demonstrates your fit for the position. Applications are accepted and reviewed on an ongoing basis until the position is filled. The Palin Foundation thanks all those who apply; however, only candidates considered for an interview will be contacted.

Learn more about the Palin Foundation by visiting
<https://www.tmustudentcentre.ca/about/about-tmu-student-centre>