



Boryski's Butcher Block
#7-2210 Millar Ave, Saskatoon, SK S7K 4L1

Phone: (306) 242-3456
shop@boryski.com

Project Coordinator

Job Description

Responsible To: Administrative Lead, Operations Manager, Owner

Terms of Employment: Full Time, 40 hours/week

Hours of Work: Tuesday – Saturday 8:35 – 5:05; some evenings required for events and festivals

General Scope of Duties: The Project Lead is responsible for organizing and overseeing client events and internal projects. From working with clients to understand their needs to following through to completion, the Project Coordinator should be efficient, organized, and detail-oriented.

The Project Coordinator will also be responsible for overseeing the system management of our point of sale and scale software. The Project Coordinator will also be responsible for developing, curating, and posting content on our social media channels as well as act as a second to our Administrative Lead during peak times.

Key Responsibilities

- Manage and respond to all communications via BBB phone and email
 - o Respond to inquiries about product/pricing, catering, events, fundraising, invoices, etc.
 - o Provide quotes and estimates for clients
- Manage the staffing schedule for confirmed bookings, including special events, trade shows etc.
 - o Update the 3-month catering calendar and order line
 - o Update and maintain our team Google Calendar
 - o Collaborate with Catering Lead and Owners
- Create and maintain internal & external invoicing, order forms, and documentation for catering (regular and wedding), wild game, BBQ rentals, and custom orders
- Create signage and printing materials when required
- Curate and develop content for Boryski's Butcher Block social media channels (Instagram, Facebook, Tik Tok) and schedule content
- Keep customer and product databases current by updating any necessary notes to facilitate quality customer service
 - o Include details regarding possible discounts, expectations, past experiences
 - o Product changes, pricing changes, new product additions
- Perform daily deposits and daily sales reports in the Administrative Lead's absence
- Provide support for retail staff during peak times when needed
- Other duties as required



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Key Attributes (required):

- Kind, honest, and reliable
- Able to adapt to fluctuations in pace and use time efficiently
 - Meet demand when busy and tackle new projects during slow periods
- Understands how one's demeanor is representative of the BBB brand
 - Provides exceptional customer service skills to match
- Highly collaborative team player
- Can communicate concerns, ideas, and needs effectively and courteously
- Willing to take initiative and develop creative problem solving/solutions
- Takes pride in a job well done
- Customer service experience
- Knowledge of Microsoft Office Suite programs
- Knowledge of Canva
- Knowledge of social media channels, specifically Instagram, Facebook, and Tik Tok
- Basic knowledge of point of sales systems
- Valid Driver's License

Additional Assets (not required):

- Food Safe Certification
- Serve It Right Saskatchewan
- Food preparation or serving experience (catering, restaurant, etc.)
- Ability to drive a pickup truck with a trailer

What we offer you:

- Competitive Wages
- Three-week paid vacation time (annually)
- Paid sick time
- Product discounts
- Equitable portion of gratuities earned
- A set schedule including Sundays and Mondays off and predominantly daytime hours
- A chance to learn a diverse set of skills through cross-training and team collaboration
- A culture that values new ideas, transparency, collaboration, and fun

This position requires in-person attendance at our shop located in the North Industrial area of Saskatoon. We are building an inclusive work environment representative of the diverse community we have the pleasure of serving, and encourage candidates from all abilities and backgrounds to apply.



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About Boryski's Butcher Block

Boryski's Butcher Block is proud to be a locally owned and family-run butcher shop located in the North Industrial area of Saskatoon. Since its founding in 1981, Boryski's Butcher Block has expanded its operations to offer catering, BBQ rentals, wild game butchering, fundraising programs, and, most recently, fully-serviced Food Trucks for local events.

We thank you for your interest in joining the team! Please email your resume and cover letter to erin@boryski.com. While we welcome all applicants, only those who are selected for an interview will be contacted.