
Hospitality Clerk

With approximately 100 lawyers dedicated solely to litigation and commercial disputes, Lenczner Slaght occupies a unique position in the Canadian market. We have earned top-tier rankings from Chambers and Lexpert, and are regularly entrusted with high-stakes, high-profile matters. Our business team is central to that success. Every function here contributes to a firm built on focus and excellence.

We're looking for the right person to join us as a **Hospitality Clerk**.

THE OPPORTUNITY

Reporting to the Manager, Office Services, the Hospitality Clerk will primarily be responsible for maintaining the firm's boardrooms, meeting rooms, kitchens and serveries and providing daily Reception coverage. In an effort to deliver exceptional service as it pertains to all hospitality and food service requests, the Hospitality Clerk will also be responsible for ordering, stocking, monitoring inventory, maintenance, preparation, and presentation.

CORE ROLE RESPONSIBILITIES

Boardrooms, Kitchens & Serveries

- Maintain tidiness of all boardrooms by performing regular checks throughout the day and addressing anything that requires attention.
- Perform food service set-ups and clean-ups for all meetings/boardroom bookings.
- Maintain tidiness of kitchens and serveries; wipe down surfaces regularly and routinely clean out cupboards, drawers, sinks, and small appliances including fridges and microwaves.
- Load/unload dishwashers and take responsibility for ensuring dishes, cutlery, glasses, and mugs are distributed and stocked in all firm kitchens and serveries.
- Responsible for ordering and replenishing stock and supplies for all boardrooms, kitchens and serveries including all beverages and snacks.
- Ensure all fridges and snack baskets are stocked in boardrooms, kitchens, and serveries daily.
- Maintain cleanliness of all serving carts and dishware.
- Monitor Vivreau water system and glass bottles ensuring to replenish/refill bottles for distribution and call for service when required.
- Perform daily checks on all coffee machines to ensure items are fully stocked, cleaned, and in working condition.
- Determine when service or replacement is needed for items in the boardrooms, kitchens and serveries and inform Manager, Office Services for approval.

Reception Coverage

- Responsible for providing Reception coverage when required.

Other duties will be assigned as needed.

EDUCATION & EXPERIENCE

- High school diploma required.
- Experience performing Hospitality and/or customer services duties in a professional services environment is required.
- Food safety certified or in progress of being certified considered an asset.
- Candidate must possess prior Hospitality experience and be able to demonstrate, proven success in this area.

KEY SKILLS & CHARACTERISTICS

- Positive attitude with a can-do approach.
- Forward thinking, able to take initiative.
- Attention to detail.
- Excellent understanding of customer service standards.
- Demonstrates friendly, cooperative attitude and maintain a high level of collaboration.
- Team-oriented, maintaining cooperative work relationships.

WHY JOIN LENCZNER SLAGHT?

- **Litigation is our sole focus.** That clarity shapes everything, including how we work together. When every case matters, every person, whether on our legal team or business team, contributes meaningfully to our success.
- **Collaboration defines our culture.** This isn't a firm where business teams sit in a silo. Lawyers here value their professional colleagues and actively seek their input. This integration between lawyers and business professionals, at all levels of seniority, is genuine and rare.
- **People can be themselves here.** We don't focus on titles or formality. We're open, direct, and focused on doing great work together. We are united by a deep commitment to excellence, and we support each other in getting there.
- **Innovation comes from everywhere.** Every person here – lawyer or business professional alike – is empowered to envision, plan and execute big ideas. That opportunity is real, regardless of your role. Our initiatives like ReferToHer™, Commercialist.com, and Data-Driven Decisions prove we're not afraid to lead.

OTHER INFORMATION

- **Hours of Work:** Full-time, 5 days per week in office
 - Flexible ranging from 8:00 am to 6:30 pm (7-hour daily shifts + 1-hour unpaid lunch)
- **Additional Notes:** Overtime/Shift change may be required to meet firm needs.

WHAT WE OFFER

- **Compensation:** The expected total compensation range for this position is \$55,000 to \$64,000. However, the final compensation offered will be based on the candidate's experience and qualifications.
- **Comprehensive Benefits from Day One (100% employer-paid):** Health, dental, vision, drugs, paramedical and life insurance.

- **Competitive Time Off:** 3 weeks' vacation; 4 personal days; and 1 volunteer day.
- **Generous Parental Leave Top-Up:** up to 26 weeks at 100% (for all types of new parents).
- **Wellness & Savings:** Healthcare Spending Account and Lifestyle Spending Account; RRSP match up to 5%; Employee and Family Assistance Program, virtual healthcare, partner perks and discounts.

HOW TO APPLY

If this sounds like the role you've been waiting for, we want to hear from you. Submit your cover letter and resume to Isabelle Naraine (Director, Human Resources) [here](#).

Lenczner Slaght welcomes applications from all qualified candidates and encourages applications from those with diverse backgrounds. We're committed to equity, diversity, and accessibility in the workplace, and accommodation is available throughout the recruitment process.