

 Job Description	Position: Temporary Canteen Attendant	Page: 1 of 4
	Dept.: Parks & Recreation Grade: Minimum Wage Step: Minimum Wage Period: As scheduled	Reports to: Manager of Parks, Recreation and Facilities
	Effective: Fall 2021	Revision Date: 07/29/21

PRIMARY FOCUS

Reporting to the Manager of Parks, Recreation and Facilities. The temporary canteen attendant participates in the canteen operations by serving customers, preparing food, performing clean-up of canteen and equipment, counting inventory, and counting cash receipts.

SCOPE	
<p><u>Supervisory Accountability</u></p> <p><i>Direct Reports:</i></p> <ul style="list-style-type: none"> • N/A <p><i>Indirect Reports:</i></p> <ul style="list-style-type: none"> • N/A <p><u>Key Contacts</u></p> <p><i>Internal:</i></p> <ul style="list-style-type: none"> • Manager of Parks, Recreation and Facilities • Lead Hand of Parks, Recreation and Facilities <p><i>External:</i></p> <ul style="list-style-type: none"> • Members of the public 	<p><u>Budget & Asset Accountability</u></p> <p><i>Material Resources:</i></p> <ul style="list-style-type: none"> • Follow standards for merchandising, stocking, rotating, and storing products. • Ensure canteen is locked and all electrical appliances are turned off when closing the canteen. <p><i>Financial Resources:</i></p> <ul style="list-style-type: none"> • Count cash & balance your till back to the receipts to be deposited. • Maintain accuracy when entering information into the cash register. <p><i>Information Resources:</i></p> <ul style="list-style-type: none"> • Follow all food safety standards and systems. • Follow the Municipal Health and Safety Policy and comply with the Occupational Health and Safety Act • Knowledge of WHIMIS and current standard First Aid CPR is an asset

	<p><u>Working Conditions</u></p> <ul style="list-style-type: none"> • Must be able to work at a quick pace, and able to concentrate and follow multiple directions at once as work area is often noisy or crowded • Work area is generally noisy and crowded • Fast paced environment with multiple customers placing orders at once. • Ability to work weekends, rotating shifts, and holidays • Ability to perform all work activities such as heavy lifting and repetitive movements.
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CORE JOB REQUIREMENTS

<p><u>Educational requirements</u></p> <p><i>Post-Secondary:</i></p> <ul style="list-style-type: none"> • Basic mathematical skills and problem-solving skills • Cash Handling Skills <p><u>Related experience requirements</u></p> <ul style="list-style-type: none"> • Experience in canteen environment would be an asset. • Experience with cash handling would be an asset. <p><u>Other</u></p> <ul style="list-style-type: none"> • Must be at least 15 years of age due to work with the fryer. 	<p><u>Technical skill requirements</u></p> <ul style="list-style-type: none"> • Use of a cash register • Use of canteen equipment such as deep fryer, hot dog roller, drink dispenser and microwave. <p><u>Interpersonal skill requirements</u></p> <ul style="list-style-type: none"> • Customer –service oriented • Collaborative, Team player • Ability to multi-task • Positive, professional, and enthusiastic demeanor • Efficient and courteous manner
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JOB RESPONSIBILITIES

I. Managerial/Supervisory Responsibilities:

- N/A

II. Functional Responsibilities:

1. Deal with the public in a friendly, efficient & prompt & courteous manner.
2. Perform inventory counts.

3. Follow all food safety standards and systems. Food Handling Certificate is an asset.
4. Maintain accuracy when entering information into the cash register.
5. Count cash & balance your till back to the receipts to be deposited.
6. Serve canteen customers by preparing and selling refreshments such as hot dogs, hot chocolate, coffee, fries etc.
7. Follow standards for merchandising, stocking, rotating, and storing products.
8. Complete opening, closing and side-duties efficiently and safely.
9. Other duties as assigned, including assisting other service areas when required.
10. Perform canteen cleanup activities by sweeping floors, filling condiment dispensers and other dispensers, cleaning food preparation equipment, hot chocolate/coffee machine, counters, sinks and microwave, washing dishes and preparing canteen for next day.
11. Ensure canteen is locked and all electrical appliances are turned off when closing the canteen.
12. Other duties as assigned.

APPROVALS

CAO, or designate

Date

I acknowledge that I have read and understand the contents of this job description and agree to perform the responsibilities as described herein.

Date