



**Township Of Cramahe
JOB DESCRIPTION
Canteen Attendant**

Date: 2017/ 2018

Title: Canteen Attendant

Wage: \$10.90-\$11.60

Reports to: Operations Manager / Arena Parks Foreman

Position Summary: The 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.

Duties:

- 1) Deal with the public in a friendly, efficient manner.
- 2) Perform inventory counts.
- 3) Count cash receipts to be deposited.
- 4) Serve canteen customers by preparing and selling refreshments such as hot dogs, hot chocolate, coffee, fries etc.
- 5) 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.
- 6) Ensure canteen is locked and all electrical appliances are turned off when closing the canteen.

The above generally describes the duties involved with the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above as directed by the Operations Manager or Arena Foreman.

Safety:

The Township Of Cramahe believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job.

Employees shall be familiar with the Town's Safety Policy and understand there:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work;

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

Working Conditions: Work area is often noisy or crowded. Ability to work afternoons and weekends.

Physical Conditions– Must be capable of operating food preparation equipment such as a hot dog machine, hot chocolate machine, fryer for fries, lifting, carrying, pushing and pulling light to moderate objects, standing for extended periods without choice, stooping and crouching.

Environmental Conditions- Exposed to noise, dirt (cleaning dishes and counter etc.), electrical hazards and fire hazards.

Sensory Conditions – The position requires the operation of the hot chocolate machine, the fryer (if of age), the cash register etc.

Mental Demands – Must be able to work at a quick pace, be able to concentrate and follow multiple directions at once (cash handling and food orders/preparations).

Position Requirements:

1. Must be 15 years of age to work due to working with fryer.
 2. Excellent verbal communication skills, effective customer relation skills.
 3. Basic mathematical skills.
 4. Accurate recording of data, cash receipts, and bank deposits.
 5. Work is primarily manual or clerical.
 6. Trustworthy and dependable.
 7. Experience operating calculators and cash registers an asset.
 8. Experience in food service an asset.
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