



**Job Posting: #2022-20**

**Job Title: Canteen Operator**

Department: Cultural Services

Reports To: Foreperson, Parks & Facilities Services

Directly Supervises: None

Status: Casual Part-Time

Hours per Week: Based on scheduled events and performances.

Salary Range: \$15.82

**Application Due Date: Open until filled.**

### Position Summary

This position provides friendly service to customers by preparing food and serving beverages at the Meaford & St. Vincent Community Centre.

### Role Specific Duties and Responsibilities

1. Provide cashier service and accurately manage daily cash float.
2. Prepare food and beverages.
3. Serve food and beverages to customers.
4. Assist with inventory to ensure sufficient supplies and stock.
5. Perform furniture and hospitality setup and tear downs for rental clients as well as ensuring space/area is clean for clients.

### General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times.
2. Perform other duties as assigned in accordance with department and corporate objectives.
3. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.

### Required Certifications and/or Health and Safety Requirements

1. Smart Serve considered an asset.
2. Food Handling certifications preferred, but not required.

### Education, Skills and Experience

1. Experience in the customer service and/or food preparation considered an asset.
2. Ability and experience in handling cash.
3. Ability to work independently.



4. Excellent communication (oral and interpersonal), organizational, public relations and customer service and time management skills.
5. Ability to lift up to approximately 50 lbs; i.e.: cases of pop, tables and chairs.
6. Ability to maintain confidentiality, strong listening skills to capture relevant information and be tactful in dealing with the public.
7. Ability to work weekends and evenings.

### Physical Demands and Working Conditions

- Physical demand requires considerable standing and walking and some sweeping and lifting of up to 50 lbs. Work is conducted in an arena/community centre environment with exposure to criticism from the public.
- Hours of work are scheduled based on scheduled events. Required to work evening and weekend shifts which occur as required with each event.

### Contacts and Interactions

Communicates regularly with community groups, facility rental contacts and the general public.

### Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2022-20 to [jobs@meaford.ca](mailto:jobs@meaford.ca). This job will be open until filled.

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).