

JOB DESCRIPTION & QUALIFICATION SPECIFICATIONS

POSITION:	Canteen Attendant – Community Centre
REPORTS TO:	Manager of Community Centre, Parks & Facilities
EFFECTIVE DATE:	July 2026

General Accountability:

Under the general direction of the Manager and Lead Hand of Community Centre, Parks & Facilities or designate, the Canteen Operator is responsible for the operation of the canteen area at the Asphodel-Norwood Community Centre. This includes being responsible for prepping and cooking food items, cleaning and stocking the canteen area, handling cash and providing excellent customer service.

Specific Accountabilities:

The position requires the incumbent to be responsible for inventory within the canteen and canteen storage areas, including but not limited to: cups, condiments, food items, and beverages for sale at the Canteen.

Specific duties include:

- Being responsible for the sale and service of food, beverages and miscellaneous items that may be provided for sale through the Canteen.
- Being responsible for the care and control of revenue generated through the Canteen from the sale of items.
- Being accountable for all inventory as cross-checked through sales receipts.
- Ensuring proper disposal of garbage, refuse, and recycling.
- Wearing appropriate clothing and/or uniform as recommended by the Manager.
- Making recommendations to the Manager and Lead Hand with regard to repairs and maintenance.
- Ability to prep and/or cook various food items utilizing various cooking methods including but not limited to a commercial grill or deep fryer, microwave.
- Responding positively and effectively to customer inquiries and concerns.

- Promoting good public relations, giving the Township a positive public image through its recreational programming and services.
- Being responsible for taking messages and communicating messages to receivers.
- Ensuring public safety at all times by following safety procedures and eliminating hazards.
- Ensuring the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Being responsible for assisting in emergency evacuation procedures in the event they may be required.
- Compliance with all Township Policies and Procedures including but not limited to the Townships Workplace Violence and Harassment Policy.

Mental and Physical Effort:

The following may be required to perform the job:

- The ability to engage in work that is often repetitious and lacks privacy.
- The ability to engage in focused listening.
- The ability to occasionally stoop, bend, twist, crouch and reach.
- The physical strength to continuously lift and handle materials of varying weights.

Working Conditions:

The following may be required to perform the job:

- The ability to work in a noisy environment.
- The ability to withstand some exposure to moderate levels of dirt and dust.
- The ability to work productively despite frequent interruptions.
- The ability to perform multiple functions at any given time.
- The ability to communicate with the public in an effective manner.

Contacts:

Internal: Must interact with the Manager, Lead Hand and other Community Centre employees for the purpose of obtaining and sharing information to complete work assignments.

External: Must interact with contractors, suppliers and the general public to provide information, ensuring polite and tactful relations at all times.

Education, Background and Experience Required:

Incumbents are expected to possess or acquire a minimum Grade 10 education and have a strong customer service focus. In addition, the following skills, knowledge and experience attributes are preferred:

- Knowledge and understanding of the Global Workplace Hazardous Materials Information System (WHMIS), CPR and First Aid.
- Demonstrated interpersonal and team skills.
- Problem solving skills.
- Previous experience handling cash and operating a cash register is an asset.
- Experience in food prep and sales is an asset.
- Food Handlers course is an asset.
- Ability to understand verbal and written instruction.
- Good public relations skills and ability to communicate effectively with the public.
- Strong initiative and good judgement

The above descriptions reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position.

Incumbents(s) Approval

Approval Date

Supervisor's Approval

Approval Date