

Town of Alberton

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The Heart of West Prince

Posted 4 October, 2018

CANTEEN ATTENDANT JOB DESCRIPTION JACQUES CARTIER ARENA

Position Description – Canteen Attendant

Reporting To: Rink Manager

Hours of work: Casual

Overall objective: To perform a variety of duties in the canteen to ensure an excellent customer experience.

Overview of Association and position:

Jacques Cartier Arena, a non-profit organization governed by a volunteer board of directors, is looking to hire a canteen attendant for the 2018/19 season. The canteen attendant will report to the rink manager and perform duties related to efficiently operating the canteen facility.

It is essential to be regularly available during standard business hours as well as night and weekend hours of operation.

Qualifications:

- Kitchen/Canteen cooking experience (required)
- Food handling certificate (preferred)
- First Aid and CPR (preferred)

Responsibilities include, but not limited to the following:

Canteen

- Provide excellent customer service at all times
- Make coffee and tea using specialist equipment provided
- Perform food preparation as required
- Provide customers with food and drinks as requested
- Keep all shelves and fridges clean and fully stocked

- Ensure that all areas are stocked and tidy to deliver a full service
- Take note of any stock that needs ordering
- Clean and wipe down machines at end of shift where applicable
- Ensure food is served at the correct temperatures and portion size
- Project a professional image to all customers by maintaining dress code and correct grooming
- Ensure that the correct close down procedure is followed, everything left clean, tidy and secure and ready for the next day's trade

Health and Safety

- Ensure all accidents are recorded correctly
- Use the correct handling and lifting procedures as outlined in induction training
- To keep up to date with all H&S procedures and methods
- Ensure all tasks are carried out in accordance with the canteen's health, hygiene, quality and safety standards.

Customer Service

- Serve all food from the counter using correct tools and presentation techniques
- Should be friendly, approachable and have a good customer attitude
- Should be personable to deal with customer queries and requests
- Promote customer care through all actions and behaviours

Occasional Duties

- To undergo training courses and attend meetings when necessary.
- To be prepared to challenge and change work methods and procedures to ensure the smooth running of the department
- To carry out any reasonable management request

Salary

To be negotiated based on experience.

To Apply:

Resume emailed to jacquescartierarena@gmail.com by 2:00pm October 8, 2018.

Only those selected for an interview will be contacted.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.