Job Posting

Canteen Operator Casual

The Canteen Operator is responsible for managing and operating the canteen in the Dr. Carson and Marion Murray Community Centre, located in Springhill. Responsibilities for this position include preparation of food and maintenance of the canteen and equipment. The Canteen Operator is also responsible to ensure excellent food handling and safety practices are followed and that customers experience excellent customer service.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

The position competition closes Tuesday, September 13, 2022 at 2:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Canteen Operator Casual"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Canteen Operator (Casual)

Dr. Carson & Marion Murray Community Centre

Overview

The Canteen Operator is responsible for managing and operating the canteen in the Dr. Carson and Marion Murray Community Centre, located in Springhill. Responsibilities for this position include preparation of food and maintenance of the canteen and equipment. The Canteen Operator is also responsible to ensure excellent food handling and safety practices are followed and that customers experience excellent customer service.

This is a unionized casual position.

This position reports to the Marketing Officer.

Key Outcomes and Responsibilities

All food served by the Canteen is safe and of high quality. The Canteen Operator will achieve this outcome by:

- ensuring proper food handling and preparation procedures are followed;
- cleaning, disinfecting, and maintaining canteen space and equipment, including fryers, floors, dishes, etc., and obtaining assistance from Maintenance personnel when required for major cleaning and/or equipment repairs; and
- performing all tasks and work duties in a safe manner in accordance with organizational, provincial and federal occupational health & safety policies, procedures, regulations, guidelines and/or standards.

The Canteen is operated efficiently. The Canteen Operator will achieve this outcome by:

- ensuring the Canteen is fully equipped with all required tools and products, maintaining inventory, and preparing purchase requisitions as needed;

- reporting inventory to the Marketing Officer at the end of each shift; and
- balancing cash and reporting the results to the Marketing Officer for each shift.

Canteen Customers experience excellent customer service. The Canteen Operator will achieve this result by:

- striving to provide excellent customer service by being friendly, approachable, efficient, and time sensitive; and
- diligently supervising volunteers and other part time staff to ensure they provide excellent customer service.

Qualifications

Grade XII equivalent

Current Food Safety Training Certification recognized by the Nova Scotia Department of Inspection, Compliance & Enforcement.

Positive communication skills working with the public.

WHMIS, First Aid and CPR certificates

Terms and Conditions of Employment

The Municipality has an approved salary for this position. The Municipality's Collective Agreement should be referred to for additional information regarding conditions of employment.

Hourly Rate: $17.56