

TOWN OF CARLETON PLACE

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EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is currently accepting resumes for the seasonal position of **Concession Attendant**.

Summary:

Reporting directly to the Recreation Team Lead, under the supervision of the Facilities Supervisors, the concession attendant participates in the canteen operations by serving customers, preparing food, performing clean-up of canteen and equipment, counting inventory, and counting cash receipts.

Qualifications/Experience:

1. Must be a minimum of 15 years of age.
2. Experience operating point of sale (POS) systems, calculators and cash registers, an asset.
3. Experience in food service an asset.
4. Excellent verbal communication skills and effective customer relation skills.
5. Basic mathematical skills.
6. Accurate recording of data, cash receipts, and bank deposits.
7. Must provide a vulnerable sector check if over 18 years of age.

A detailed job description for this position can be accessed at www.carletonplace.ca. The 2023 rate of pay is minimum wage of \$14.60 (under 18 years of age) and \$15.50 (over 18 years of age). Effective October 1st, these rates will increase to \$15.60 and \$16.55 respectively.

Interested applicants are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior the closing date. Applications must be received no later than **1:00 P.M. on Thursday, August 17th, 2023**, quoting "Concession Attendant" by email at hr@carletonplace.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

TOWN OF CARLETON PLACE
JOB DESCRIPTION

DEPARTMENT:	Recreation and Culture Department
DIVISION:	Facilities
JOB TITLE:	Concession Attendant
EMPLOYEE GROUP:	Non-Union
PAY GRID:	1
SUPERVISOR:	Recreation Team Lead
REVISION DATE:	June 2020

POSITION SUMMARY:

Reporting directly to the Recreation Team Lead, under the supervision of the Facilities Supervisors, the concession 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 AND RESPONSIBILITIES:

1. Deals with the public in a friendly, efficient manner.
2. Performs inventory counts.
3. Counts cash receipts to be deposited.
4. Serves canteen customers by preparing and selling refreshments such as popcorn, hot dogs, hot chocolate, coffee, fries, etc.
5. Performs canteen clean-up activities by sweeping floors, filling condiment and other dispensers, cleaning food preparation equipment, hot chocolate/coffee machine, counters, sinks and microwave, washing dishes and preparing canteen for next day.
6. Ensures 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 from time to time as directed by the Parks and Recreation Team Lead or the Facilities Supervisor.

POSITION REQUIREMENTS

EDUCATION REQUIREMENTS:

1. Must be 15 years of age to work due to working with fryer equipment.

EXPERIENCE:

1. Experience operating point of sale (POS) systems, calculators and cash registers an asset.
2. Experience in food service an asset.

SKILLS AND ABILITIES:

1. Excellent verbal communication skills and effective customer relation skills.
2. Basic mathematical skills.
3. Accurate recording of data, cash receipts, and bank deposits.
4. Trustworthy and dependable.

Working Conditions:

Work area is often noisy or crowded. Some exposure to disagreeable conditions. Ability to work days, afternoons, evenings, weekends, and holidays.

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 and fire hazards.

Sensory Conditions:

The position requires the operation of the popcorn machine, 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).

N.B.

Must be able to read and comprehend instructions in regard to cleaning products, equipment operation and comprehending standard operating procedures (SOPs) in relation to deliveries of product and schedules.

SAFETY:

The Town of Carleton Place 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 their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

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

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	Public, community organizations, non-profit organizations, inspectors.