

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION – SPORT SERVICES SECTION – LOCATION - VARIOUS)

SNACK BAR CLERK

SUMMARY OF DUTIES

Reporting to the Supervisor, Golf Operations, prepares food by providing quick and courteous service; maintains cleanliness standards and security of the concessions as set down by the Department, ensuring continuous high customer service standards and re-stocking of inventory to ensure smooth operations.

RESPONSIBILITIES

Prepare fast food items such as hamburgers, chicken burgers, chicken wings, french fries, gravies, salads and combo plates for sale.

Wash and peel vegetables for salad preparation.

Attend to customers in a courteous and tactful manner.

Clean and maintain soft drink, hot chocolate and coffee machines, microwaves, machines for hot dogs, popcorn machines and other machines.

Operate electronic cash register and CLASS point of sale system.

Unpack and store supplies in refrigerators, freezers, cupboards and other storage areas.

Restock machines and racks with food, drink and supplies as needed and rotate inventory as required such as milk, chips, etc.

Replenish condiments and other supplies at counter and serving areas.

Clean and maintain machines, preparation and work areas both inside and outside concession areas and condiment carts.

Clean floor in work area.

Take customers' orders as required.

Take cash for food items purchased.

Wash dishes, glassware, flatware, pots and pans by hand as required.

Perform opening and closing cash handling procedures as per policies and procedures. Complete cash handling deposits as required and deposits the envelope in the safe at the end of each shift.

Work in accordance with the provisions of applicable Health Protection and Promotion Act, R.R.O. 1990 Regulation 562 Food Premises.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the operation of the snack bar.

QUALIFICATIONS:

1. Previous customer service experience related to duties listed above normally acquired through a combination of education and relevant customer service experience.
2. Must possess or be able to obtain Certified Food Handlers Certificate as offered by the Public Health Department within 60 days of employment.
3. Must possess and maintain a current Standard First Aid and CPR level C certification
4. Must have ability to relate with the public in a courteous and tactful manner.
5. Demonstrated ability to lift and move heavy cases and boxes.
6. Working ability in arithmetic.
7. Previous experience operating an electronic cash register and /or a Point of Sale system
8. Previous experience preparing fast food items would be considered an asset.
9. It is the expectation that successful candidates are able to work days (Fridays), most evenings and most weekend day and evening shifts.