

CITY OF HAMILTON

COMMUNITY SERVICES DEPARTMENT (MACASSA LODGE – FOOD SERVICES - LOCATION – 701 UPPER SHERMAN AVE.)

RECEIVER - CUPE 5167 (LODGES UNIT)

SUMMARY OF DUTIES

Reporting to the Food Services Supervisor. Receive, store and issue goods ordered; maintains inventories; dispose of garbage.

GENERAL DUTIES

Controls inventories of incontinent products to ensure Lodge's requirements are met without overstocking products.

Receives, checks, delivers, stores and issues food and Lodge supplies.

Maintains an inventory of foodstuffs, kitchen equipment, hardware and cleaning supplies.

Issues daily supply requirements to the kitchen.

Assembles food supplies and items for special occasions.

Receives and answers enquiries from staff and suppliers.

Cleans refrigerators and freezers; rotates stock.

Cleans storage, receiving and shipping areas.

Disposes of garbage from main kitchen.

Assists Housekeeping with resident moves as required.

Perform other duties as assigned which are directly related to the responsibilities of this position.

QUALIFICATIONS

1. Knowledge of recording and maintaining an inventory of a range of products such as foodstuffs, kitchen equipment, hardware and cleaning supplies.
2. Must be able to perform cleaning duties such as cleaning refrigerators and freezers, storage and shipping areas.
3. Working knowledge of cleaning methods, materials and equipment.
4. Working knowledge of the Ontario Occupational Health & Safety Act together with working knowledge of WHMIS data sheets relating to cleaning products.