

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION – SENIOR SERVICES - LOCATION – SACKVILLE SENIOR’S CENTRE)

CAFETERIA CLERK – SACKVILLE - CUPE 5167

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

SUMMARY OF DUTIES

Reporting to the Recreation Supervisor. Prepare cafeteria food items such as soups, sandwiches, fruit, salads etc for sale. Maintain cleanliness standards at Sackville Senior’s Centre cafeteria as set down by the Department, ensuring continuous high customer service standards and re-stocking of inventory to ensure smooth operations.

GENERAL DUTIES

Prepare cafeteria food items such as soups, sandwiches, fruit, salads etc for sale.

Take customers' orders and is familiar with aspects of the menu.

Operate cash register, point of sale (POS) and debit machines and balance cash for each shift and as required.

Replenish condiments and other supplies at counter and serving areas.

Clean tables, chairs, work and service areas by washing, wiping.

Wash, disinfect and dry dishes by hand as required.

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 and the Food Premises Regulation Act section 589.

Perform opening and closing cash handling procedures as per policies and procedures. Complete cash handling envelope 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

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

QUALIFICATIONS

1. Previous experience related to duties listed above.
2. Must possess Certified Food Handlers Certificate or have the ability to obtain within 60 days of employment.

3. Demonstrated experience working with figures and balancing cash transactions.
4. Working knowledge of Point of Sale system.
5. Excellent interpersonal and communication skills.
6. Demonstrated ability to deal with customer requests for service and respond promptly to customer needs.
7. First aid certification would be an asset.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
