

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION – BUSINESS SUPPORT - LOCATION – VARIOUS)

RECREATION DELIVERY CLERK - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor Golf Operations the Recreation Delivery Clerk, is responsible for cleaning and maintaining food and beverage equipment at arena concessions & golf facilities, providing inventory coordination and product distribution. Also, responsible for support to food services and seasonal staff at municipally operated arena and golf facilities.

GENERAL DUTIES

Provides food services support to part time staff by demonstrating Food Services operating procedures such as opening, closing, customer service, inventory coordination and distribution, stock rotation, food service equipment daily cleaning as well as cash management.

Prepares and monitors equipment maintenance schedules for assigned concession sites. Responsible for maintenance and cleaning of hot and cold beverage dispensing systems, food preparation equipment, and other related equipment during non-peak hours of operation.

Distributes products to assigned arena concession & golf locations weekly while operating a fleet vehicle. Loads and unloads products and food supplies.

Monitors concession inventory by conducting inventory counts, completing inventory reports, transfer requests, maintains minimum stock thresholds, wastage reconciliation and stock rotation.

Receives cash-out from part time arena & golf staff. Balances daily and monthly revenue. Generates and completes required financial reports, prepares bank bags for deposit and files same following procedure. Reports any discrepancies to supervisor.

Monitors and maintains the cleanliness of concession workspace including counters, floors, food storage and equipment in designated work area.

Monitors the lobby and secures work area when leaving the concession.

Informs preliminary work schedules for part-time seasonal staff and inputs hours worked onto timesheets for approval by supervisor.

Provides guidance and instruction to part-time, seasonal staff in aspects of food services preparation, food service equipment maintenance, concession specific point of sale and any other training directly related to the concession operation as directed by the supervisor.

Works 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.

Performs other duties as assigned which are directly related to major responsibilities of the job.

QUALIFICATIONS

1. Previous food service experience related to duties listed above normally acquired by a combination of education and relevant work experience.

2. Previous experience in service and delivery in a golf environment as it relates to food services and pro shop.
3. Must possess a valid Class "G" Driver's Licence with an abstract clear of demerit points, infractions and pending infractions and/or a record found to be satisfactory to the City of Hamilton.
4. Working knowledge of inventory controls, wastage and stock rotation.
5. Working knowledge of Microsoft Office, Word and Excel software.
6. Working knowledge of database, point of sale and inventory software system an asset (CLASS/Legend/G1 Golf Software).
7. Previous cash handling and balancing experience.
8. Must be able to read and write English and perform simple arithmetic and fill in simple reports/logs. Ability to use decimals and fractions.
9. Above average interpersonal, communication and customer service skills required.
10. Sufficient strength and ability to lift, move and distribute heavy cases and boxes (up to 30lbs), and open and close shutters and locks.
11. Current and maintain Food Handler's Certificate.
12. Must possess and maintain current certification in "Standard" First Aid with CPR Level "C". (This must be clearly identified on your resume.) All "Standard" First Aid certificates must be issued by a training agency recognized by the Workplace Safety Insurance Board (WSIB). Please refer to the WSIB website www.wsib.on.ca for approved providers. At time of assessment (which could be as early as days after the posting closes), you will be asked to provide "proof" that you possess the required certificate(s).
13. Must be able to work rotating shifts primarily, evenings, weekends and some days.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE

NOTE:

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Reference Check or Vulnerable Sector Screening, at their own expense, prior to beginning work in this location.

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