

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

CORPORATE ASSETS & STRATEGIC PLANNING DIVISION – GOLF COURSES – LOCATION – KING'S FOREST AND CHEDOKE CIVIC GOLF

SERVER

The Public Works 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 Supervisor, Food Services, Golf to provide quick and courteous service, maintain cleanliness standards at King's Forest Golf and Chedoke Golf as set down by the Department, ensuring continuous high customer service standards and re-stocking of inventory to ensure smooth operations.

GENERAL DUTIES

Responsible for arranging linens, cutlery, dishes, glassware, condiments, flowers, menus, programs, favours and napkins, etc. as directed.

Take customers' orders and is familiar with aspects of the menu in a restaurant setting and banquet setting.

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

Load and unload serving carts.

Operate the Beverage Cart

Serve food and beverages to customers in a courteous and tactful manner.

Replenish condiments and other supplies at counter and serving areas

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

Rinse cutlery, glassware and dishes. Load, run and unload dishwasher.

Wash, disinfect and dry dishes by hand as required.

Bag laundry items for cleaning.

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. Previous experience in service and delivery of food and beverage in a restaurant environment
3. Possess a basic level of business math.
4. Demonstrated experience working with figures and balancing cash transactions.
5. Working knowledge of Point of Sale system.
6. Excellent interpersonal and communication skills.
7. Demonstrated ability to deal with customer requests for service and respond promptly to customer needs.
8. First Aid Certification would be an asset.
9. Must be able to obtain a Smart Serve Certificate within 90 days of employment.