



The Corporation of the Town of Cobourg

Food and Beverage Casual Non-Union

Basic Function:

The position participates in the canteen operations by serving customers, preparing food, performing clean-up of canteen and equipment, counting inventory and counting cash receipts.

Responsibilities:

1. Deal with the public in a friendly, efficient manner
2. Perform inventory counts
3. Count cash receipts to be deposited
4. Serve canteen customers by preparing and selling refreshments such as hot dogs, hot chocolate, coffee, fries etc.
5. Perform canteen cleanup activities by sweeping floors, filling condiment dispensers and other dispensers, cleaning food preparation equipment, hot chocolate/coffee machine, counters, sinks and microwave, washing dishes and preparing canteen for next day
6. Ensure canteen is locked and all electrical appliances are turned off when closing the canteen

Hours of Work:

Hours of work will vary. Must be able to work afternoons and weekends.

Working Conditions:

- **Physical Conditions** – Must be capable of operating food preparation equipment such as a hot dog machine, hot chocolate machine, fryer for fries, lifting, carrying, pushing and pulling light to moderate objects, standing for extended periods without choice, stooping and crouching.
- **Environmental Conditions** – Exposed to noise, dirt (cleaning dishes and counter etc.), electrical hazards and fire hazards.
- **Mental Demands** – Must be able to work at a quick pace, be able to concentrate and follow multiple directions at once (cash handling and food orders/preparations).

Education/Experience/Skills Training:

1. First Aid and CPR-AED certification required within 3 months of hire. Preference will be given to those who have First Aid and COR-AED certification
2. Smart Serve Certification required
3. Vulnerable Sector Check required upon hire
4. Excellent verbal communication skills, effective customer relation skills
5. Basic mathematical skills
6. Accurate recording of data, cash receipts, and bank deposits
7. Work is primarily manual or clerical
8. Trustworthy and dependable
9. Experience operating calculators and cash registers an asset
10. Experience in food service an asset

Working Relationships (Internal and External):

The canteen attendant will have contact with the public on a regular basis.



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This position will be paid in accordance with ESA rates. Interested applicants should forward their resume in confidence to the attention of:

Human Resources Department

Corporation of the Town of Cobourg
55 King Street West
Cobourg, ON K9A 2M2

Email: careers@cobourg.ca

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.