

# Job Posting

## Food and Beverage Worker

The Town of Cobourg is seeking **Food and Beverage Workers** participate in the canteen operations by serving customers, preparing food, performing clean-up of canteen and equipment, counting inventory and counting cash receipts.

The primary duties of this position include:

- Deal with the public in a friendly, efficient manner
- Perform inventory counts
- Count cash receipts to be deposited
- Serve canteen customers by preparing and selling refreshments such as hot dogs, hot chocolate, coffee, fries etc.
- 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
- Ensure canteen is locked and all electrical appliances are turned off when closing the canteen

### EDUCATION/EXPERIENCE/SKILLS:

- Must possess a valid Standard First Aid Level A or must be willing to obtain upon request
- Must possess a Smart Serve certification or must be willing to obtain upon request
- Must possess excellent verbal communication skills, effective customer relation skills
- Must be trustworthy and dependable
- Must possess basic mathematical skills
- Experience operating calculators and cash registers an asset
- Experience in food service an asset
- Must obtain a Satisfactory Criminal Record Check upon employment

### HOURS OF WORK:

- This is a part-time hourly position up to 24 hours per week which includes evenings and weekends.

### WORKING 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.
- 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).

### WAGE:

This position is governed by the Town of Cobourg's Collective Agreement with CUPE Local #25. The wage scale for this position is as per Schedule B Outside Workers of the Collective Agreement - Grade 1, \$21.62 per hour.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [HumanResources@cobourg.ca](mailto:HumanResources@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.**