



**SAULT
STE. MARIE**

Job Vacancy

Position: Canteen Attendant
Job Posting: CDES028-086-2019
Department: CD & ES
Division: Community Centres
Status: Part Time

Wage Range: \$13.15 / \$14.00 hourly
Job Class: 1 * 1 / 1 * 2
Shifts: up to 30 hours / week
Posted: October 2, 2019

Primary Duties and Accountabilities include but are not limited to:

- Serve customers in a polite and courteous manner
- Receive and process payments and balance cash
- Prepare cash reports; e.g. summary, bank deposit
- Set up and stock inventory appropriately
- Comply with nutrition and sanitation regulations and safety standards
- Assigned work areas clean at all times
- Answer telephone and respond to inquiries
- Complete end of evening/closing procedures
- Order and receive stock
- Availability on weekends and evenings
- Perform other related duties as required

Qualifications:

- Experience in a related discipline; e.g. food service, cash, is preferred
- Computer literacy, experience with POS
- Cash handling skills
- Positive attitude and excellent communication skills
- Ability to keep organized in a fast paced environment
- Attention to cleanliness and safety
- Safe Food Handling is an asset

To apply for this exciting opportunity, please provide a resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line CDES028-086-2019 Canteen Attendant

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.



www.saultstemarie.ca/jobs

