



Job Description

Title: Canteen Attendant

Reports to: Team Lead, Field Operations

Summary: The Canteen Attendant is responsible for the day-to-day requirements for the orderly sales, administration, and operations of the Charlottenburgh Park canteen (including washroom facility).

Main Responsibilities: (this is not an exhaustive list)

- Operate the canteen, selling food and beverages to park visitors.
- Be familiar with and strictly adhere to all cash handling procedures.
- Perform general park maintenance, daily, as directed by the Team Lead, Field Operations (eg. cleaning washrooms, garbage disposal, and harrowing beach).
- Assist in monitoring levels of canteen supplies needed (including washroom & cleaning supplies) and communicate supply needs to Team Lead, Field Operations.
- Report any problems or safety hazards to the Team Lead, Field Operations.
- Perform other duties as assigned by the Team Lead, Field Operations. Such duties could include assistance with other responsibilities such as visitor services, events, and gatehouse duties.
- Safely operate ATV/Mule or other vehicles.
- Be familiar with applicable occupational health and safety legislation; general knowledge of corporate/department policies and procedures related to health and safety.

Skills:

- Required to welcome visitors and the public in a friendly and courteous manner
- Available to work flexible work hours
- Experience with handling cash & record keeping
- Superior customer service
- Ability to work with limited supervision
- Ability to work with a team or independently

Qualifications:

- Demonstrate public relations skills
- Strong organizational skills and attention to details
- Experience using cash register; opening & closing of cash float is an asset
- Criminal check required



- Ontario Food Handler Certification is an asset
- First Aid and CPR certification is an asset
- Valid Class G or G2 driver's license with a clean abstract
- Must provide and wear CSA approved safety footwear

Location: Charlottenburgh Park, 19788 County Rd. 2, Summerstown, ON

Start Date: May 20, 2023 (possibility of earlier start date)

Position type: Seasonal contract position

Salary Range: To be determined

Hours of Work: May, June & September (weekends only)

July & August: Up to forty (40) hours per week, various shifts, and hours, including evenings, weekends, and statutory holidays.

To apply: Please submit your cover letter and resume to josianne.sabourin@rrca.on.ca indicating the position title in the e-mail subject line. Documentation must be submitting as MS Word or PDF.

Application deadline is Friday, February 3, 2023 at 4:00 pm. Applications may be accepted after the deadline, if required. Only applicants selected for an interview will be contacted.

The RRCA is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the Ontario Human Rights Code. The RRCA is committed to providing accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability related accommodations, please notify us and we will work with you to meet your needs. Personal information provided is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.

Prepared: January 11, 2023