Township of Selwyn	
Job Description	
Position: Arena Canteen Server	Page: 1 of 2
Reports To: Recreation Facilities Supervisor or Full-Time Facilities Operator On Duty	DATE: February 2025
This Job Description is: _____New X__ Existing ___ Revised ___ Rescinded	

Job Summary:

To prepare and serve food and refreshments.

Duties and Responsibilities:

1. Prepare and serve food, snacks, and refreshments ensuring all health regulations are adhered to.

2. Accurately enters each cash register transaction, and, counts, reconciles and records daily cash for deposit.

3. Routinely cleans equipment and concession area.

4. Records and communicates to the direct supervisor any incidents or situations that may be hazardous to the public or other employees.

5. Responsible to immediately advise the staff person on duty of emergency situations or equipment breakdowns.

6. Ensures public safety at all times by following safety procedures and eliminating hazards.

7. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health & Safety Policy.

Supervision:

This position does not require the incumbent to supervise or direct the work of others.

Contacts:

Internal: With the Manager of Recreation Services, their direct supervisor and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With the general public to provide service and information, ensuring polite and tactful relations.

Working Conditions:

Normal workplace conditions. Exposure to high temperature cooking oil.

Job Knowledge and Experience:

One year customer service experience. Experience in cash handling and reconciling sales.

Requires or must be able to obtain certification in Safe Food Handling procedures and the Health and Safety Awareness training for workers.

Key Competencies:

- Communication
- Customer Focus
- Initiative
- Interpersonal Skills
- Quality Orientation
- Teamwork and Cooperation