



EMPLOYMENT OPPORTUNITY

The Town of Pelham Recreation, Culture and Wellness Department is now accepting applications for the following position:

Server (Part-time, Temporary Contract up to 16 Months)

The Servers are responsible for operating and handling the activities at the Meridian Community Centre concession stands. This includes serving customers food as well as alcoholic and non-alcoholic beverages while providing a positive and friendly guest experience.

What You Will Do:

- Welcome guests who approach the concessions and ensure customer satisfaction by providing prompt, friendly and courteous service and responding effectively to customer needs
- Take orders for food and beverages and prepare the orders
- Process cash payments and tender change, ensuring that all received cash is accurately accounted for and stored in a safe area
- Set up concessions, arrange inventory of supplies, and communicate shortages of deficiencies to the Food and Beverage Services Coordinator
- Receive and record all incoming stock and store in proper location, ensuring that newest products are placed at the back of the shelves and older stock is moved to the front.
- Prepare orders and serve customers during events throughout the facility
- Track bar inventory at the beginning and end of every shift
- Perform clean-up duties after each shift and ensure that concessions are sanitized and clean for the next Server
- Handle light bookkeeping duties by creating and maintaining reports of cash received against food and beverage items sold
- Maintain the highest possible standard of cleanliness of work area and ensure equipment is clean and operating at all times
- Assist with general cleaning duties in the facility
- Maintain an awareness of scheduled activities and the features of the Meridian Community Centre to assist the public or direct them to the appropriate staff for further information as required
- Perform other related duties as assigned

What We're Looking For:

- Previous experience in basic food handling, sanitation, cash handling and customer service is preferred
 - Superior customer service and communication skills; able to deal with the public and staff in a courteous and tactful manner
 - Detail oriented and the ability to multi-task and effectively prioritize workload
 - Ability to handle physical activities including standing for long periods of time and lifting up to 50 pounds
- Ability to work well in a team environment

What's In It For You:

- The rate for this position is **\$21.06 per hour**. This position requires evening, weekend and some holiday shifts
- The option to participate in the OMERS pension plan
- Professional development training opportunities
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Resumes may be submitted to the Manager of People Services at hr@pelham.ca. This job posting will remain active until the positions are filled.

The Town of Pelham is an equal opportunity employer. We are committed to inclusive and barrier-free recruitment and selection processes and work environments.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.