

CLUBHOUSE STAFF-COOK/WAIT/GOLF ATTENDANT

JOB DESCRIPTION

Under the direction of the Director of Community Services and the Recreation & Clubhouse Assistant, the Clubhouse Staff will provide excellent customer service to all patrons utilizing the services of the Clubhouse Restaurant, while filling a multi-faceted role; Cooking, Serving and Attending to golfers.

QUALIFICATIONS

- Minimum age of 18;
- Emergency First Aid certificate an asset;
- Smart Serve certificate or be willing to obtain;
- Safe Food Handling certificate or be willing to obtain;
- Flexible work schedule, including evenings, weekends and holidays;
- Excellent customer service and communication skills with customers, suppliers, co-workers and supervisors;
- Ability to manage multiple tasks at any given time, working in a fast-paced environment.
- Able to lift up to 25lbs or more.

EMPLOYMENT TERM

May-October with the possibility of extension (start/end date TBD)

WAGE

\$17.60/hour

DAYS PER WEEK

Flexible; includes evenings and weekends (approximately 20-35 hrs/week)

DUTIES

- Providing friendly, efficient and personable service in person and via phone.
- Cooking, serving and storing food according to food health and safety standards.
- Responsible for the sale of golf passes & cart rentals and the required paperwork, and sale of supplies.
- Always maintaining a clean restaurant, including kitchen, floor area, storage areas, decks and patio and bathrooms.
- Daily, Weekly and Monthly cleaning tasks, which will be scheduled and communicated.
- Ensuring all food handling and prep surfaces are regularly cleaned and sanitized.
- Serving and stocking alcohol according to AGCO regulations
- Responding to inquiries re: golf services.
- Prep ingredients for the shift; wash and prepare vegetables, replenish condiments etc.
- Prepare oven, utensils, fryer and grill for the shift.
- Open and close of shift; including kitchen start up & food prep and kitchen closing and food storage.
- Cashier, money-handling and debit responsibilities, including Midday Balance Sheets and End of Day Cash Sheets and Deposits.
- Active participation in the Health Unit's DineWise program.
- Other duties as assigned.

If interested, please submit your resume and cover letter to:

Trish Boileau
Director of Community Services
1 Mississauga Drive
P.O Box 910
Manitouwadge, Ontario
directorcs@manitouwadge.ca

Posting will remain open until positions are filled.

We thank all applicants who apply for this position, but only candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25 and will only be used for candidate selection.

The Township of Manitouwadge is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the *Human Rights Code* and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment process. Please contact the Clerk's Department at clerk@manitouwadge.ca if you need assistance.