



Township of Ignace
34 Main St. Ignace,
ON P0T 1T0

EXTERNAL JOB POSTING

The Township of Ignace is accepting applications for **Part-time Canteen Attendant**. Work up to 20 hours per week to be flexible and when needed.

Job Description

Title:	Canteen Attendant
Department:	Parks & Recreation
Group:	Non-Union
Pay Rate:	\$ 18.20/hr
Direct Supervisor:	Recreation Coordinator
Date Posted:	November 20, 2024

POSITION SUMMARY:

The Township of Ignace is seeking a motivated and responsible individual to manage the canteen at the Township Arena. This position is ideal for a student or someone returning to school who is looking for part-time employment. The successful candidate will provide excellent customer service while overseeing the day-to-day operations of the canteen.

KEY RESPONSIBILITIES:

- Prepare and serve food and beverages in compliance with health and safety standards.
- Handle cash and accurately record entries of food sales.
- Maintain a clean and organized canteen area, including restocking inventory and supplies as needed.
- Monitor inventory levels and report shortages to the supervisor.
- Ensure compliance with municipal policies and procedures.
- Provide friendly and efficient customer service to patrons.
- Open and close the canteen, including securing equipment and supplies.
- Perform duties as directed by supervisor

QUALIFICATIONS:

- Must be a student or someone returning to school.
- Experience in food preparation, retail, or customer service is an asset.
- Knowledge of health and safety regulations related to food handling.



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- Strong communication and organizational skills.
- Ability to work independently and manage time effectively.
- Availability to work flexible hours, including evenings and weekends.

Additional Requirements:

- Must be 16 years of age or older
- Ability to lift and carry 25 lbs as needed
- Completion of a Safe Food Handling course, or ability to obtain in a short timeframe.
- Standard First Aid and CPR certification (asset).

HOW TO APPLY:

Interested candidates are invited to submit their resumes and cover letter to the **email** below.

Township of Ignace Township Office
34 Main Street.
Ignace, ON P0T 1T0
hr@ignace.ca

Closing date: Friday November 29th, 2024 at 3:00 p.m.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Equal Opportunity Employer Statement:

The Township of Ignace is committed to an inclusive, barrier-free recruitment process. We will accommodate the needs of applicants under the Human Rights Code throughout all stages of the recruitment and selection process. Please advise us if you require accommodations to ensure you can participate fully and equally during the recruitment and selection process.