



Job Title: **Canteen Coordinator**

Secondary Reporting to: Head Coach, Assistant Coach, Summer Supervisor & Summer Program Chair

Status: Summer, Full-time

ABOUT US

Cheema Aquatic Club is a globally recognized canoe and kayak club providing opportunities for youth to achieve success at every level as athletes and in life. Cheema Aquatic Club was founded in 1969 in Waverley to provide aquatic sports opportunities to the youth in our area. Cheema has a long history highlighted by our National, International and Olympic success.

SUMMARY

The **Canteen Administrator** position is a full-time summer position (July-August) that is responsible for the daily operations of the canteen service. Reporting to the Summer Program Chair, the successful candidate will arrange volunteer schedule and track the sale of items each day. You will be responsible for planning the daily menu and opening and closing the canteen each day. Opening activities will include set up and float count. Closing activities will include accurately summing the total of each item sold that day to advise on what items need to be restocked, counting the money that has been collected, giving the original float and daily profit to the Summer Program Manager, and locking up the canteen.

RESPONSIBILITIES *(including, but not limited to):*

- Daily hours: 10:00AM – 2:00PM, plus grocery shopping
- Opening and closing canteen procedures (as defined above)
- Supply canteen and keep up inventory
- Planning a healthy menu for summer program participants
- Arrange weekly volunteer schedule
- Taking payment from customers and providing accurate change when needed
- Oversight of athlete pre-paid canteen balances
- Serving pre-packaged snack food items and drinks to customers in a timely manner
- Keeping track of all items sold, and ensuring all inventory is kept safe and accounted for
- Keeping the workspace and adjoining area clean
- Other light cleaning duties as needed

REQUIRED CERTIFICATIONS

- Criminal background and vulnerable sector check are required prior to offer of employment (at prospective employee's cost)
- Appropriate food handling certifications. Provide proof there of.

SKILLS REQUIRED

- Canteen/food service experience preferred
- Experience handling money and balancing floats is not required, but a definite asset
- The ability to coordinate staff, and keep up inventory
- Great customer service skills

OTHER

- **Vacation:** As a general rule, vacation time is not provided because it is a short work season and all staff are needed in order for programs to run efficiently. Vacation time will only be approved in extenuating circumstances only, and all requests must be submitted to superiors at least two weeks prior to the requested time off for approval. No vacation requests will be approved for the first two weeks of summer programming as that is our busiest time.
- **Age:** Must be 18 years old as of July 01, 2020

PAY RATE: VARIES ON EXPERIENCE @ 25 HOURS A WEEK

**Please send cover letter and resumé to Monique.gray@cheema.ca
by April 1st, 2020 to be considered for this position.**