



## Employment Opportunity

**Job Title:** Intermissions Café Concession Cook / Cashier (Part time position)

**Department:** Sport & Wellness Centre

**Reports To:** General Manager

### Duties and Responsibilities:

- Previous experience an asset.
- Provide prompt and courteous service.
- Prepare and serve food.
- Perform cash transactions.
- Keep work station neat and clean at all times.
- Adhere to internal control procedures with regards to portion control and product waste.
- Maintain daily inventory sheets and waste sheets.
- Complies with Band Personnel Policy.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other department related duties as required by the General Manager.

### Qualifications:

- Must have cash handling experience.
- Excellent customer service skills.
- Able to work with others/independently.
- Must be able to work in a fast pace environment.
- Must be able to work all required shifts.
- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Applications can be submitted to:

Membertou Human Resources Department

**Attention: Troy Paul**

111 Membertou Street

Membertou, NS B1S-2M9

Or via email to:

jobs@membertou.ca

**DEADLINE FOR APPLICATIONS:** January 19, 2018