



JOB POSTING

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| Job Title: | Canteen Administrator |
| Reports To: | Summer Program Coordinator |
| Status: | Summer, Full-Time |

ABOUT MASKWA

The Maskwa Aquatic Club (www.maskwa.ca) is a non-profit organization dedicated to providing high performance paddling activities, as well as quality outdoor recreation, exercise and fun to Halifax and the surrounding community. For 48 years, Maskwa has been the centre of Halifax's paddling community. It has developed junior and elite-level paddlers, including 2012 Olympic bronze medalist, 2x World Champion, and world record holder Mark de Jonge.

SUMMARY

The **Canteen Administrator** position is a full-time summer position that is responsible for the daily operations of the canteen service. (Actual start and end dates are being determined and will be communicated during the interview process). Reporting to the Summer Program Coordinator, the successful candidate will serve customers and track the sale of items each day. You will be responsible for 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 Coordinator, and locking up the canteen.

RESPONSIBILITIES

- Serving pre-packaged snack food items and drinks to customers in a timely manner
- Taking orders from customers
- Taking payment from customers and providing accurate change when needed
- Keeping track of all items sold
- Opening and closing canteen procedures (defined in Summary above)
- Keeping the workspace clean
- Ensuring all inventory is kept safe and accounted for
- Ensuring a clean environment for camp participants, including performing sanitization duties and ensuring proper hand washing by camp participants
- Other duties as required

SKILLS REQUIRED

- Canteen experience is an asset, but not required
- Experience handling money (ex: making accurate change) an asset
- The ability to understand instructions and follow check-lists
- Personality traits such as being sociable and communicative are strong assets
- Ability to multitask and work in a fast-paced environment
- Attention to detail

OTHER

- **Vacation:** Vacation time (including time off requests for appointments or personal matters) is not provided at all due to the short work season and the fact that all staff are needed in order for programs to run efficiently. On the rare occasion that extenuating circumstances arise, requests can be submitted to the HR committee for consideration. (Note: These requests must be submitted in writing at least two weeks in advance, and are not guaranteed to be approved).
- **Early End Date for Students:** If you are a university student and planning to leave early at the end of the summer for school, please communicate this during the interview process.
- **Age:** Must be 15 years old as of July 4, 2022.

PAY RATE

- \$13.75 / hour

Please send cover letter and resumé to info@maskwa.ca by February 04th, 2022 to be considered for this position.