

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

| | |
|---|--|
| <u>POSITION:</u> | Two (2) Snack Bar Workers, Sports & Recreation Unit |
| <u>DURATION:</u> | \$687.75 to \$776.63 (January 6, 2025 – January 2, 2026) Three (3) Month Probation Period |
| <u>DESCRIPTION:</u> | See Attached Job Description |
| <u>SALARY:</u> Hours of Operation Hours per week | \$687.75 to \$776.63 Per Week Evenings & Weekends – dependent on Sports Complex events schedule. 37.5 hours per week |
| <u>DEADLINE FOR APPLICATION:</u> | Thursday, November 21, 2024 - 4:00 p.m. |
| <u>REQUIREMENTS:</u> | ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED <ul style="list-style-type: none">✓ Applicant checklist✓ Letter of intent✓ Resume |

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**

- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



| Core Job Information | |
|---|-------------------------------|
| Job Title: | Snack Bar Worker |
| Division: | Sports and Recreation |
| Reports To: | Snack Bar Worker, Team Leader |
| Date of Job Description | October 9, 2024 |
| <p>Purpose: Cooks and prepares food, serves the Kahnawà:ke Sports Complex customers, and operates the point-of-sale cash register.</p> | |
| Roles & Responsibilities | |
| <p>To act as cashier and to serve the customers of the Kahnawà:ke Sports Complex snack bar.</p> <ul style="list-style-type: none"> • Opens/closes register following policies and procedures regarding cash concession; • Takes orders, inputs in the Rec Trac point-of-sale cash register system, accepts cash, repeats the amount of cash accepted to the customer, and returns change; • Transmits orders to cooks in the back; • Presents prepared food to the customers and does not directly touch food items; • Takes orders for drinks, chips, etc.; • Reports any closing cash discrepancies to Immediate Supervisor. | |
| <p>To act as Short Order Cook and aid in the Preparation of Food.</p> <ul style="list-style-type: none"> • Cooks using the grill, microwave, stove, fryers, and steamer; • Prepares sandwiches and other food items; • Keeps to the established sanitary/hygienic codes established; | |
| <p>To act as general kitchen help as needed.</p> <ul style="list-style-type: none"> • Restocks fridges, refills coffee pots, and slush machines. • Cleans grill, empties fryers, cleans steamer. • Mops, cleans counters, sweeps, does dishes, launders dishrags, wipes tables, etc. • Ensure a clean and sanitary environment. • Ensure the entire kitchen is prepared for the next shift. • Performs other related duties of Sports and Recreation and the Sports Complex as directed by the immediate supervisor. | |
| <p><i>The statements herein reflect general details to describe the principal functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.</i></p> | |
| Education & Experience | |



- High School Diploma, plus one (1) year relevant experience

Knowledge, Skills, Abilities

- A sound knowledge and understanding of food preparation techniques, restaurant industry standards, and kitchen procedures;
- Strong communication skills, interpersonal skills, teamwork, and customer service skills.
- Basic mathematical skills;
- The ability to multi-task and work quickly and efficiently.
- Willingness and ability to undergo any computer training provided with the Rec Trac software system;
- Conducts business with internal and external clients in a tactful, discreet and courteous manner;
- Maintains confidentiality;
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- Willingness to learn Kanien'kéha is required.

Working Environment

- Work is performed in an indoor environment;
- Work schedule varies according to venue rental schedule;
- Must be available to work varying shifts, nights, and weekends and occasional overtime may be required;
- Is regularly required to stand, walk, and use hands and fingers to handle objects;
- Working near kitchen equipment/ instruments that may be a potential source of accident or injury;
- Moderate lifting required (10 – 20 lbs.).
- Moderate stress.

Commitment Statement:

I serve the Kahnawà:ke community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____



MOHAWK COUNCIL OF KAHNAWÀ:KE
HUMAN RESOURCES UNIT
RONWATIO'TÉNHSE RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Date: _____