



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY – MCK/KSSEP 2025

<u>POSITION:</u>	Snack Bar Worker, Sports & Recreation
<u>DURATION:</u>	Fixed-Term, Full-Time – 8 weeks (June 23 – August 15, 2025)
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$17.00 per hour (KSSEP – High School Level B)
Hours of Operation	Evenings/Weekends according to Minor Sports and Events Schedule
Hours per week	37.5 hours per week
<u>DEADLINE FOR APPLICATION:</u>	May 9, 2025 - 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✓ Must register with Tewatohnhi'saktha KSSEP Program

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



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RONWATIIO'TÉNHSE RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
SUMMER STUDENT	
Job Title:	Snack Bar Worker
Division:	Sports and Recreation
Reports To:	Snack Bar Worker, Team Leader
Date of Job Description	October 9, 2024
Purpose: Cooks, prepares food, serves the Kahnawà:ke Sports Complex customers, and operates the point of sale cash register.	
Roles & Responsibilities	
To act as a cashier and to serve the customers of the Kahnawà:ke Sports Complex snack bar. <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 amount of cash accepted to customer and returns change; • Transmits orders to cooks in the back; • Presents prepared food to the customers, does not directly touch food items; • Takes orders for drinks, chips, etc.; • Reports any closing cash discrepancies to Immediate Supervisor. 	
To act as Short Order Cook and aid in the Preparation of Food. <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; 	
To act as general kitchen help as needed. <ul style="list-style-type: none"> • Restocks fridges, refills coffee pots, and slush machines. • Cleans grill, empties fryers, and 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. 	
<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>	
Education & Experience	
<ul style="list-style-type: none"> • High School Diploma, plus one (1) year relevant experience 	



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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 multitask, 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'keha and French languages is an asset.
- Willingness to learn Kanien'keha 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, 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: _____

Date: _____