



## JOB DESCRIPTION

**POSITION TITLE:** Part-Time Temporary Canteen Attendant

**DEPARTMENT:** Parks and Recreation

**DIRECTLY RESPONSIBLE TO:** Parks and Recreation Lead Hand / On Duty Facilities Operator

**INDIRECTLY RESPONSIBLE TO:** Manager of Facilities & Community Affairs

### **GENERAL**

The Township of Lanark Highlands is seeking a dedicated and skilled individual to join our Parks and Recreation team as a Temporary Part-Time Canteen Attendant. This position will involve working in the arena, and being responsible for the operation of the canteen area at the Lanark & District Community Centre. This includes being responsible for prepping and cooking food items, cleaning and stocking the canteen area, handling cash and providing excellent customer service.

**Wage Range: Starting at \$17.60 per hour (depending on experience)**

### **KEY RESPONSIBILITIES**

- Being responsible for the sale and service of food, beverages and miscellaneous items that may be provided for sale through the Canteen.
- Being responsible for the care and control of revenue generated through the Canteen from the sale of items.
- Being accountable for all inventory as cross checked through sales receipts.
- Ensuring proper disposal of garbage, refuse and recycling.
- Reporting necessary canteen repairs and maintenance to supervisor immediately.
- Ensuring all equipment located within the canteen is kept in clean and safe working order.
- Cash handling responsibilities.
- Safe food handling responsibilities.

- Provide excellent customer service to visitors.
- Work in accordance with the Township of Lanark Highlands Health & Safety Policy and the Ontario Occupational Health & Safety Act.
- May perform some heavy lifting with occasional exposure to hazardous conditions and may be required to operate equipment (ex. lifting heavy boxes, shoveling, etc).
- Ensure facility users act appropriately and report problems to supervisor as required.
- Performs other related duties as assigned.

**Experience:**

- Previous municipal experience working in a Parks & Recreation environment.
- Basic knowledge of cash and food handling operations.
- Excellent communication skills and ability to work effectively with the public.
- Ability to work independently and as part of a team.
- Flexibility to work evenings, weekends, and holidays as required.
- Physically fit and able to perform tasks in various weather conditions.

**WORKING CONDITIONS:**

The position will be scheduled to work on evenings and weekends during the winter months. However, on occasion, some overtime may be required to complete special requests or projects and/or coordinate off-hour activities. As these scenarios present themselves, the work schedule may be adjusted and monitored by the Manager of Facilities and Community Affairs needed.

**PHYSICAL SKILLS & EFFORT:**

This position requires visual and listening skills, ability to stand for long periods of time, use of hands, repetitive physical actions, ability to walk on uneven surfaces, climb stairs, and hand-eye coordination. Physical demands such as operating large equipment, lifting and carrying items up to 50lbs will be required.

**ENVIRONMENTAL DEMANDS:**

The position may have to address numerous items and situations at one time and frequent interruptions may be common. Required to work in all types of weather conditions depending upon the season.

**HOW TO APPLY:**

If you are a dedicated individual with a passion for parks and recreation and possess the required certifications and skills, we encourage you to apply for this exciting opportunity to contribute to the vibrant community of Lanark Highlands. Please submit your resume and cover letter to [hr@lanarkhighlands.ca](mailto:hr@lanarkhighlands.ca) by September 5th, 2025, and include **"TEMPORARY CANTEEN ATTENDANT #2025-11"** in the subject line.

Township of Lanark Highlands  
**"Temporary Canteen Attendant #2025-11"**  
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