

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](http://www.kahnawake.com)

## INTERNAL/EXTERNAL

### JOB OPPORTUNITY

<b><u>POSITION:</u></b>	Snack Bar Worker, Sports & Recreation Unit
<b><u>DURATION:</u></b>	AS NEEDED Three (3) Month Probation Period
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b> Hours of Operation Hours per week	\$ 16.21 to \$18.30 Per Hour Weekdays (4:30 pm – 10:00 pm) – Weekends (8:00 am to 9:00 pm) As per SRU schedule
<b><u>DEADLINE FOR APPLICATION:</u></b>	No Deadline – Open until the position is filled
<b><u>REQUIREMENTS:</u></b>	<b>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.</b> <ul style="list-style-type: none"><li>✓ A Signed Privacy Waiver allowing a security check to be performed.</li><li>✓ A clear photocopy picture ID (Driver's license)</li><li>✓ Applicant Check list</li><li>✓ Letter of intent</li><li>✓ Resume</li><li>✓ Three (3) professional references (Name &amp; contact information)</li><li>✓ Provide Proof of Educational Credentials. See attached job description for qualifications.</li></ul>

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

**NOTE:** All forms and requirements are listed on our website:  
[www.kahnawake.com/jobs](http://www.kahnawake.com/jobs)

- Please ensure applications are submitted complete as requested. Incomplete applications may not be considered.
- When e-mailing please ensure you call to confirm your application was received before the deadline
- A preference will be given to Aboriginal candidates.

STRENGTH  
PEACE  
UNITY

# Mohawk Council of Kahnawake



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

*Tsi Nīkaió'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**

Tel.: (450)632-7500  
Fax: (450)638-5958

Website: [www.kahnawake.com](http://www.kahnawake.com)

## Job Description

<b>GENERAL INFORMATION</b>	
<b>Job Title:</b>	Snack Bar Worker #TR 22
<b>Division:</b>	Special Projects and Client Based Services, Sports and Recreation, Kahnawake Sports Complex
<b>Date of Job Description:</b>	October 2008
<b>Terms:</b>	Fixed-Term
<b>Job Reports To:</b>	Snack Bar Worker, Team Leader

<b>THE INCUMBENT</b>
<b>Name of Incumbent:</b>
<b>Date of Hiring:</b>
<b>Name of Supervisor:</b>

<b>GENERAL JOB DESCRIPTION</b>
Under the supervision of the Snack Bar Worker Team Leader, cooks, prepares food and serves the Kahnawake Sports Complex customers and operates the point of sale cash register.

<b>RESPONSIBILITIES</b>	<b>TASKS</b>
To act as cashier and to serve the customers of the Kahnawà:ke Sports Complex snack bar.	<ul style="list-style-type: none"> <li>➤ Opens/closes register following policies and procedures regarding cash concession;</li> <li>➤ 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;</li> <li>➤ Transmits orders to cooks in the back, gives customers packaged items in the front, drinks, chips, etc.;</li> <li>➤ Presents prepared food to the customers, does not directly touch food items;</li> <li>➤ Reports any closing cash discrepancies to Immediate Supervisor.</li> </ul>
To Act as Short Order Cook and Aid	<ul style="list-style-type: none"> <li>➤ Cooks using the grill, microwave, stove, fryers and steamer;</li> <li>➤ Prepares sandwiches and other food items in the back;</li> </ul>

in the Preparation of Food.	➤ Keeps to the established sanitary/hygienic codes established;
To Act as General Kitchen Help as Needed.	<ul style="list-style-type: none"> <li>➤ Restocks fridges, refills coffee pots and slush machines.</li> <li>➤ Cleans grill, empties fryers, cleans steamer.</li> <li>➤ Mops, cleans counters, sweeps, does dishes, launders dishrags, wipes tables, etc.</li> </ul>
➤ Performs other job related duties as required by the immediate supervisor	

**ACCOUNTABILITY**

- To keep to the established sanitary/hygienic codes established;
- To ensure customer are received and served in a cordial manner;
- To ensure maximum control over the cash register;
- To maintain premises in a clean and sanitary environment;
- To adhere to the MCK Administrative Manual-Personnel Policy and Kanien'kéha language initiatives.

**QUALIFICATIONS**

<b>Education and Experience Required</b>	➤ High School Diploma, plus one (1) year relevant experience.
<b>Skills Requirements</b>	<ul style="list-style-type: none"> <li>➤ A sound knowledge and understanding of food preparation techniques, restaurant industry standards and kitchen procedures;</li> <li>➤ Good interpersonal skills, the ability to communicate efficiently and the ability to use tact when dealing with the public;</li> <li>➤ Willingness and ability to undergo any provided computer training with the Rec Trac software system;</li> <li>➤ Ability to communicate in the Kanien'kéha and French languages is an asset;</li> <li>➤ Willingness to learn Kanien'kéha is required.</li> </ul>

\_\_\_\_\_  
THE IMMEDIATE SUPERVISOR

\_\_\_\_\_  
THE INCUMBENT

\_\_\_\_\_  
PERFORMANCE MANAGEMENT COORDINATOR