

**ESQUIMALT  
POSITION DESCRIPTION**

Position No.: 3072  
Effective Date: Nov.

2004

**Position Title:** Snack Bar Attendant

**Department/Division/Section:** Parks and Recreation/Recreation

**POSITION FUNCTION**

Prepare and serve light meals to the public from food services areas

**KEY DUTIES**

- Take food orders and serve customers; describe menu items; receive cash and make change; operate point of sale system; prepare food on the grill; assist in preparation of banquet foods such as main entrées, salads, vegetable and fruit trays. Receive deliveries
- Operate grill, deep fryer, meat slicer, mixers, coffee makers; use kitchen utensils; wash dishes and equipment; clear tables as required.
- Perform inventory and cashing out procedures.
- Perform related duties where qualified.

**INDEPENDENCE**

- Work is performed according to established routine and assigned by supervisor.
- Work is reviewed while in progress by supervisor.
- All problems are referred to supervisor.

**WORKING CONDITIONS**

**Physical Effort:**

- Lift and move medium weight bus trays and dishes. (occasional)

**Mental Effort:**

- Normal

**Visual/Auditory Effort:**

- Normal

**Work Environment:**

- Snack Bar
- Work with grill, deep fryer, dishwasher; small appliances, exposure to food waste (often)

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**KEY SKILLS AND ABILITIES**

- Ability to operate a variety of food and drink preparation equipment in an effective manner.
- Ability to work independently.
- Excellent customers service skills and ability to deal with the public in a courteous and tactful manner.
- Excellent interpersonal skills and ability to work as a member of a team.
- Ability to operate computer, cash register and related equipment.
- Ability to keep accurate records and write brief reports.

**QUALIFICATIONS**

**Formal Education, Training and Occupational Certification:**

- Grade 10
- Maintain Food Safe and WHIMS Certificates

**Experience:**

- 6 months foodservice experience an equivalent combination of food service education and experience

**OTHER**

- Length of time to become familiar with job duties and responsibilities: varied, depending on qualifications.
- May be requested to substitute in a more senior position.
- Ability to work a variety of shifts.

Updated: November 16, 2004  
Director of Parks and Recreation Services

Approved: David Speed,