

Variety Village

Kiosk Attendant – Afternoon/Evenings

Status: Part-Time Contract
Reports to: Co-ordinator, Human Resources
Hours: Friday 3:00 p.m. to 8:00 p.m. & Saturdays 8:00 a.m. to 3:30 p.m. & on call
Location: Scarborough, ON

Variety – The Children's Charity (Ontario) is a registered charity that assists children with special needs and their families in the Province of Ontario. Variety focuses on integration and ability, not disability. Our innovative facilities, programs and services provide the opportunity for children with special needs to hope, dream, learn and grow. The world-renowned Variety Village is our flagship project providing adaptive physical recreation and integrated sports programs for both physically challenged and able-bodied persons.

Summary:

The incumbent in this position will be responsible for operating Variety's Coffee Kiosk during the later afternoon and early evening shift, ensuring excellent customer service at all times.

Responsibilities include, but are not limited to:

- Selling a variety of prepared food and hot and cold beverages
- Preparing coffee and other hot beverages
- Monitoring food trends and tracking the popularity of various menu items and make recommendations for potential changes to meet customer requests and preferences
- Cleaning counters, fridge, equipment and kitchen utensils daily before closing
- Handling cash, including taking cash payments and providing correct change, including closing cash at end of shift
- Assisting special needs members with purchases, as necessary
- Maintaining professional customer service standards in all dealings;
- Following health and safety requirements to ensure the kiosk is maintained in a clean and safe manner at all times;
- Other related duties as required

Qualifications:

- Food Handling Certificate or in the process of obtaining the certification
- Experience in handling cash
- Experience in the food services industry an asset
- Previous experience in a customer service related environment
- Ability to multi-task
- Solid organization skills
- Dependable and honest
- Punctual
- Able to work effectively without direct supervision

Application Deadline: Feb 22nd, 2012

Interested applicants should submit their covering letter and resume to:

Attn: Human Resources
Variety Village
3701 Danforth Ave.
Scarborough, ON
M1N 2G2
humanresources@varietyvillage.on.ca
Fax: (416) 699-4845

While only those individuals selected for an interview will be contacted, we sincerely thank all applicants in advance.

Please visit Variety at www.varietyvillage.ca