



# Membertou

WELCOMING THE WORLD!

## **EMPLOYMENT OPPORTUNITY- Internal & External**

|                           |                                                        |
|---------------------------|--------------------------------------------------------|
| <b>Job Title:</b>         | Cashiers, Kitchen Staff and Cleaning Staff             |
| <b>Department:</b>        | Various Membertou Commercial Operations                |
| <b>Reports To:</b>        | Department Manager or Supervisor                       |
| <b>Employment Status:</b> | Full-time, Part-time, Casual and On-Call opportunities |

### **Position Overview:**

Membertou is seeking motivated and dependable individuals interested in employment opportunities within our various commercial operations. We are currently accepting applications from individuals with experience or an interest in the following areas:

- Cashier and customer service positions
- Kitchen, food preparation and food service positions
- Cleaning and custodial positions

Applications will be maintained by the Membertou Human Resources Department and may be shared with managers across Membertou's commercial divisions as employment opportunities become available.

### **General Duties and Responsibilities:**

Depending on the position and department, responsibilities may include:

#### **Cashier and Customer Service:**

- Provide prompt, professional and courteous customer service.
- Operate cash registers and point-of-sale systems.
- Process cash, debit and credit transactions accurately.
- Balance cash floats and complete required transaction records.
- Answer customer questions and direct inquiries appropriately.
- Maintain a clean and organized checkout or service area.
- Assist with stocking, inventory and merchandising as required.

#### **Kitchen and Food Service:**

- Assist with food preparation, cooking and serving.
- Follow food safety, portion control and sanitation procedures.
- Clean and sanitize food preparation areas, equipment and utensils.
- Maintain required temperature, inventory and waste records.
- Assist with receiving, storing and rotating food products.
- Ensure kitchen and service areas remain clean and organized.
- Follow all health, safety and workplace procedures.

#### **Cleaning and Custodial:**

- Sweep, mop, vacuum and clean floors.
- Clean and sanitize washrooms, common areas and workspaces.
- Empty garbage and recycling containers.
- Clean windows, glass, counters and other surfaces.
- Restock cleaning and washroom supplies.
- Follow proper procedures for the use and storage of cleaning products.
- Report maintenance, safety or security concerns to a supervisor.

### **General Requirements:**

- Demonstrated reliability, punctuality and a strong work ethic.
- Excellent customer service and communication skills.

- Ability to work independently and as part of a team.
- Ability to work in a fast-paced environment.
- Willingness to complete a variety of assigned duties.
- Ability to follow instructions, policies and safety procedures.
- Availability to work weekdays, evenings, weekends and holidays, depending on operational requirements.
- Ability to stand for extended periods and complete physical duties, including lifting, bending and carrying.
- Previous experience in cash handling, food service, customer service or cleaning would be considered an asset.
- Food Safety training would be considered an asset; training may be provided.
- Successful candidates may be required to complete additional training or employment screening depending on the position.

Employees are expected to maintain positive relationships with Membertou's internal and external customers, protect confidential information and comply with Membertou's Personnel, Quality Management and Safety policies. These expectations are consistent with the duties outlined in Membertou's previous retail and food service posting.

*Preference is given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission. Membertou is committed to employment equity and encourages applications from Indigenous Peoples, African Nova Scotians, racially visible persons, persons with disabilities, women, and members of the 2SLGBTQIA+ community. Reasonable accommodation is available throughout the recruitment process upon request.*

**To Apply:** Please include “**Commercial Employment Opportunities**” in the email subject line.

Applications may be shared with the appropriate Membertou commercial divisions for consideration as vacancies arise. Submission of an application does not guarantee immediate employment or an interview.

Submit your cover letter and résumé to:

Membertou Human Resources Department  
**Attention: Scott Thomas**  
 47 Autwen Ma'sl Awti  
 Membertou, NS B1S-2P5

Or via E-mail to: [jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS:    Open until suitable candidates are identified.**

***Thank you for applying, however, only those selected for an interview will be contacted.  
 Membertou reserves the right to pause, extend or revoke this posting at any time without notice.***