



# Memberton

WELCOMING THE WORLD!

## Employment Opportunity

|                          |                                  |
|--------------------------|----------------------------------|
| <b>Job Title:</b>        | Canteen and Cleaning Lead        |
| <b>Department:</b>       | Sport & Wellness Centre          |
| <b>Reports To:</b>       | Assistant Manager                |
| <b>Employment Status</b> | Year-Round                       |
| <b>Leads</b>             | Canteen Staff and Cleaning Staff |

## Position Summary

The Canteen and Cleaning Lead is a year-round, hands-on working lead responsible for supporting the daily operation of the canteen and the cleanliness and presentation of the Membertou Sport & Wellness Centre. The position works alongside employees, assigns and prioritizes daily tasks, monitors completion and quality, provides coaching and training, and contributes to employee performance evaluations in consultation with the Assistant Manager.

This is a physically active position requiring regular cleaning, food-service work, lifting, set-up and tear-down, and movement throughout the facility. The Lead is expected to model a strong work ethic, provide respectful direction, and ensure that canteen and cleaning services are safe, efficient, sanitary and customer focused.

## Duties and Responsibilities:

### Working Lead and Staff Direction

- Work directly alongside canteen and cleaning employees and actively perform the same operational duties as required.
- Assign and prioritize daily duties, work areas and special-event responsibilities for canteen and cleaning staff.
- Conduct shift-start check-ins, communicate operational priorities and follow up to ensure assigned work is completed.
- Provide day-to-day direction, coaching, demonstrations and corrective feedback in a respectful and timely manner.
- Assist with onboarding and training new and existing employees on procedures, equipment, customer service and safety expectations.
- Monitor attendance, punctuality, work quality, teamwork and adherence to procedures, and document concerns or achievements as required.
- Provide objective input to the Assistant Manager for probationary reviews and formal performance evaluations.
- Immediately refer serious conduct, safety, attendance or performance concerns to the Assistant Manager; the Lead does not independently issue formal discipline.

### Canteen Operations

- Supervise and participate in day-to-day canteen operations, including food preparation, food service, stocking and customer service.
- Operate the cash register and debit/credit equipment and follow established cash-handling and reconciliation procedures.
- Safely operate fryers and other food-service equipment and ensure equipment is cleaned and maintained in accordance with procedures.
- Ensure food is prepared, stored, labelled and served in accordance with food-safety requirements.
- Monitor inventory and prepare supply orders for food, beverages, paper products and related canteen supplies, subject to approval processes.
- Support menu planning, portion control, waste reduction and other measures intended to improve efficiency and cost control.
- Ensure the canteen is ready for regular operations, tournaments, rentals, community events and other facility activities.

### Cleaning and Facility Standards

- Supervise and participate in cleaning and sanitation duties throughout the facility, including public areas, washrooms, dressing rooms, offices, canteen areas and event spaces.
- Prepare and assign daily, weekly and periodic cleaning schedules and inspection checklists.
- Inspect completed work and promptly address missed duties, quality concerns, sanitation issues and supply shortages.

- Ensure cleaning chemicals, tools and equipment are used, labelled, stored and maintained safely.
- Monitor cleaning inventory and prepare supply orders in accordance with established approval processes.
- Respond to spills, weather-related tracking, high-traffic conditions and urgent cleaning needs during operating hours and events.
- Support seasonal and deep-cleaning projects and identify maintenance or repair concerns for referral to the appropriate manager.

### **Operations, Safety and Administration**

- Complete or assist with daily logs, inventory records, inspection checklists, accident reports, incident reports and other required documentation.
- Assist with employee scheduling and coverage recommendations, as requested by the Assistant Manager.
- Support opening and closing procedures and ensure designated areas are secure and operationally ready.
- Participate in special-event set-up and tear-down, including moving tables, chairs, equipment, supplies and waste.
- Immediately report hazards, injuries, damaged equipment, food-safety concerns and security issues.
- Attend required training and meetings and support continuous improvement within the department.
- Comply with Membertou Band Personnel Policy, occupational health and safety requirements, food-safety requirements and all applicable policies and procedures.
- Maintain positive relationships with Membertou's internal and external customers and ensure that confidential information received on behalf of the Band and/or its members is protected.
- Maintain and improve Membertou's Quality Management System as it relates to the position and department.
- Carry out other related duties and activities as required to meet the operational needs of the position.

### **Required Qualifications**

- High School Diploma or equivalent.
- Previous experience in food service, cleaning, facility operations or a related environment.
- Previous experience providing work direction, training or team-lead support is preferred.
- Food Handler Certification is required or must be obtained within a timeframe approved by the employer.
- WHMIS certification is required or must be obtained within a timeframe approved by the employer.
- Standard First Aid and CPR certification would be considered an asset.
- Smart Serve certification would be considered an asset where alcohol service responsibilities apply.
- Ability to provide a satisfactory Criminal Record Check and Vulnerable Sector Check, where required.
- Basic ability to complete logs, checklists, inventory records and employee performance documentation.
- Ability to communicate expectations clearly, address concerns respectfully and maintain effective working relationships.

### **Physical Demands and Working Conditions**

- Year-round position requiring regular evening, weekend and holiday work based on facility operations, rentals and special events.
- Frequent standing, walking, bending, reaching, pushing, pulling, carrying and repetitive hand movements.
- Ability to safely lift and move supplies, garbage, tables, chairs and equipment weighing up to approximately 50 pounds, with assistance or equipment where appropriate.
- Regular exposure to commercial kitchen heat, cleaning products, wet floors, food odors, cold areas and high-noise or high-traffic environments.
- Must be able to respond promptly to operational needs throughout the facility and remain productive during busy events and changing priorities.

***Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.***

Applications/Resumes can be submitted to: Membertou Human Resources Department

**Attention: Scott Thomas**

47 Autwen Ma'sl Awti Membertou, NS B1S-2P5 Or via email to: [jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS: Friday, October 2<sup>nd</sup>, 2026, at 4.30 P.M. (AST).**

*Thank you for your interest, 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.*