



## **TOWN OF PRESCOTT JOB DESCRIPTION**

**Position Title:** Canteen Attendant

**Reports to:** Marina & Recreation Supervisor

**Department:** Community Services & Recreation

**Type:** Part Time - Non-Union

**Last Revised:** July 2026

**Rate of Pay:** \$20.47 (2026 Rates)

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### **Key Duties, Responsibilities and Expectations**

- Perform canteen duties such as food handling, preparation, and processing payment transactions
- Provide excellent customer service and a positive attitude when working with the public at the Canteen
- Maintain the ability to work effectively in both a team setting and independently with minimum supervision
- Ability to exercise effective decision-making and sound judgement
- Ability to learn and retain knowledge of the facilities and recreation program schedule
- Food handling certificate would be considered an asset
- Current standard First Aid certification would be considered an asset
- Proficiency in English, oral, reading, and writing is required

### **Working Conditions and Environment**

- This position is based out of the Alaine Chartrand Community Centre in Prescott, Ontario.
- The position is up to 24 hours a week, mainly evenings and weekends