

## CASHIER

### Voyageur Grill

**Location:** Lac La Biche Campus  
**Position type:** Full-time term until June 2025  
**Salary:** \$2,572 to \$2,657 per month

**Job number:** 23-GRILL-101-PC  
**Posting date:** June 13, 2024  
**Closing date:** We'll begin reviewing resumes June 24, 2024

### ABOUT THE POSITION

We are currently seeking a Cashier to join our team in Portage College's cafeteria, known as the Grill. In addition to handling cash transactions, this role will also involve supporting the Grill Cook with food preparation duties. The ideal candidate will possess prior experience in a kitchen setting and a strong dedication to delivering top-notch customer service. Key responsibilities include:

- Assist lead cook with food preparation and other kitchen related duties.
- Maintain a safe and clean work environment.
- Prepare, maintain and monitor stock/inventory for product quantity and control.
- Perform front line cashier duties including handling cash, credit and debit purchases/refunds.
- Provide outstanding customer service: effectively manage complaints/concerns from customers and be proactive in seeking feedback from customers on their experience to improve service.

### QUALIFICATIONS AND EXPERIENCE

- Post-secondary diploma or certificate in Culinary Arts or related field is preferred. Preference will be given to applicants with previous kitchen/restaurant experience.
- Knowledge and training in proper food handling and sanitation procedures.
- Excellent customer service skills.
- Experience handling cash, debit and credit purchases using point of sale system.
- Ability to work effectively in teams and in a fast-paced environment.
- Ability to perform heavy lifting and other physical activity, including standing for extended periods of time.
- Ability to work flexible schedule.
- The successful applicant will be required to submit a police information check that meets with the satisfaction of the College.

### ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for over 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

As an employee at the College, you will benefit from generous paid time off, participation in the College pension plan, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses or attending conferences or workshops.



## HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to [hr@portagecollege.ca](mailto:hr@portagecollege.ca). If you have any questions, call us at **780-623-5747**.

Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

