

Food Services Cashier

Ready to make your mark in the Arts?

Established in 1959, Canada's National Ballet School (NBS) is one of the world's foremost training institutions for aspiring young dancers and teachers. Attracting students from across the country and around the world, NBS is the only ballet academy in North America to provide elite dance training, academic instruction and residential care on the same campus. The School's progressive curriculum, with its emphasis on the physical and emotional well-being of the student, has put NBS at the forefront of dance training internationally. Making dance relevant to all persons through its philosophy of 'sharing dance' sees NBS engaging a diverse mix of participants, from school children to people living with Parkinson's Disease, in both on and off-site classes.

Canada's National Ballet School is currently inviting applications for the **contract part-time** position of:

Food Services Cashier

Approximately 2 weekday shifts per week (**must be available until 7:30 p.m.**, scheduled shifts may vary) and **must be able to work Saturdays 8:00 a.m. – 4:30 p.m.** Compensation is **\$15.00** per hour plus vacation pay. The contract is anticipated to start **ASAP - July 31, 2020.**

Major Duties and Responsibilities:

- Operate a cash register, receive payments of cash and charges from customers or employees, make change and issue receipts to customers.
- Perform opening and closing procedures by maintaining records of cash/credit transactions, reconciling cash and preparing deposits.
- Maintain the security of all funds under her/his care at all times.
- Open and/or close the Town Square Café by stocking, replenishing and removing items for storage based on meal times. Includes brewing coffee, setting up baked goods, sandwiches, salads, yogurt, etc., and ensuring supply of disposable packaging, cups, cutlery, etc.
- Ensure that the servery area and the dining room are, clean, organized, and sanitary (i.e. wiping tables, counters, mopping spills etc.).
- Ensure that bag lunch/dinner fridge is maintained in a fully stocked and sanitary manner at all times.
- Provide the highest quality of service to customers at all times; ensure that all customers are attended to politely on a timely basis; address customer concerns as quickly as possible.
- Follow all safety requirements of NBS and provincial and federal jurisdictions.
- Perform other duties as required or assigned to contribute to the team effort and achieve the objectives of the Food Services Department.

Qualifications/Skills/Experience:

- Two years prior experience providing exceptional customer service.
- Good numerical and computer-based skills (point of sale systems).
- Ability to work confidently, swiftly and accurately with cash/payment transactions.
- Strong communication skills.
- Previous experience with and knowledge of point of sale systems and operation of cash registers.
- Knowledge of food services practices and procedures.
- Good numerical skills; ability to calculate numbers, correct entries, and to post records.

Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

Qualified applicants should send resumes *and shift availability* to careers@nbs-enb.ca and include "**Food Services Cashier - September 2019**" in the subject line of your email **ASAP or by October 13, 2019***.

***Consideration of applications will begin immediately and continue until the position is filled.**

Canada's National Ballet School is located at 400 Jarvis St., Toronto, Ontario M4Y 2G6.
Please visit www.nbs-enb.ca for more information.

NBS is committed to providing accessible employment practices, in compliance with the AODA. Requests for accommodation can be made at any stage of the recruitment process, applicants are asked to make their needs/requirements known.

NBS thanks all candidates for their interest; however, only those selected for interviews will be contacted.