



# GARDEN RIVER FIRST NATION IS HIRING

*In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.*



**Position:** Supervisor, Kitchen/Canteen  
**Starting Wage:** \$19.91 – \$21.95 (Pending Qualifications)  
**Location:** 20 Syrette Lake Road, Garden River  
**Duration:** Full-Time

## OVERVIEW

Overseeing the Kitchen/Canteen operations, the Supervisor will be responsible to ensure the activities of the workers who serve customers food, beverage and other confectionary items are accurately and efficiently carried out, in accordance with the rules and regulations of the Garden River First Nation Bingo Enterprises policies and procedures.

## DEPARTMENT RESPONSIBILITIES:

- Acting as a member of the Management Team for GRFN Bingo Enterprises;
- Assisting with annual preparation of the Operational Budget;
- Organizing and overseeing the canteen startup and ensuring that staff requirements are met;
- Verifying and safekeeping float requirements;
- Selecting and safekeeping food, supplies and equipment to be used for canteen purposes;
- Stocking canteen supplies;
- Receiving customer orders, receiving cash and registering cash sales;
- Completing daily inventory of stock including counting, issuing, recording and printing sales;
- Reconciling sales for each shift session by counting cash in drawer, counting stock not sold and printing cash register sales;
- Delegating tasks to canteen staff as required;
- Delivering cash, receipts, and sales reports at the end of each shift;
- Preparing and verifying time sheets for canteen personnel;
- Preparing purchase order requisitions to replenish canteen supplies;
- Maintaining a clean, safe and friendly working environment for personnel and customers;
- Securing the canteen facilities by turning off equipment, removing and storing garbage;
- Monitoring, observing and reporting the operational results of food and beverage service;
- Overseeing the Short Order Cooks and Cashiers on a day to day basis including training, scheduling and evaluating;
- Other duties as may be required and/or assigned;

## QUALIFICATIONS:

- Required 5 years relevant experience in a canteen/fast paced environment;
- Safe Food Handling Certification and supervisory experience considered an asset;
- Required G2 license;
- Ability to handle cash accurately and thoroughly;
- Flexibility required to keep pace with an ever-changing environment;
- Ability to work flexible hours, including shift work when required;
- Working knowledge of computer skills (including MS Word, Word Perfect, Excel, Internet, Outlook, Email);
- Must undergo a criminal record check, Drivers abstract prior to employment **(At Applicant Expense)**

*\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\**

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **April 8, 2024 @ 4:00pm** Please address the envelope and/or email **"Supervisor, Kitchen/Canteen-2024-24"** and submit to:

Human Resources  
Garden River First Nation  
7 Shingwauk Street, Garden River, ON P6A 6Z8  
Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)  
Fax: [1-705-945-1415](tel:1-705-945-1415)

**Date Posted: March 21, 2024.**

*The ASW functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities. Garden River First Nation offers full-time employees' employer matched pension, extended benefits (dental and vision), paid sick and vacation days;*

Preference will be given to internal applicants and GRFN Band Members; Self-identification is encouraged. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

