**Food Counter Attendant**

A food counter attendant assists customers and the primary duties are to handle sales (both at store front and drive-thru), answer questions, recommend purchases, and guarantee customer satisfaction.

Job responsibilities include but are not limited to:

* Takes customers’ orders
* Suggests products, combos or sizes appropriately.
* Prepares, heats and finishes simple food items
* Wraps and packs food/take-out food items
* Responds to customers with an appropriate sense of urgency
* Keeps the front counter area organized, stocked and ready for rush
* Cleans and sanitizes store including work surfaces, cupboards, storage areas, appliances and equipment
* Unpacks and store supplies in refrigerators, freezers, cupboards and other storage areas
* Washes the dishes, cleans washrooms/tables/floors, empties the garbage
* Resolves customer concerns and complaints in a friendly manner
* Communicates with management team regarding service related issues
* Ensures that customers receive consistently fast and efficient service

Job qualifications/requirements:

* Interpersonal skills
* Team work and collaboration
* Adaptability
* Flexibility
* Good verbal communications
* Listening skills
* Ability to manage stress and pressure
* Dynamism

**Warehouse Receiver**

A warehouse receiver handles the receiving of items in a warehouse or backroom of a store, and ensures that all items are inspected, sorted and stored in the warehouse or stocked on shelves as needed.

Job responsibilities include but are not limited to:

* Follows all work & food safety rules & procedures
* Receives incoming deliveries
* Checks deliveries for arrival condition of produce and packaging
* Fills out labels or hold tags as necessary
* Places shipment in designated cooler or warehouse location
* Rotates and organizes inventory per company procedures
* Checks quality & quantity of stock on hand
* Reorganizes inventory as needed
* Other duties that may be assigned

Job qualifications/requirements:

* Must be punctual and organized
* Must be able to bend and lift heavy boxes (30lbs)
* Must be available Wednesday mornings and odd Saturdays from 6:30am – 11:30am
* Must have own transportation to be able to go to three (3) different Tim Hortons locations to put the deliveries away