



## District of Taylor Summer Student Employment Opportunities

Are you a highly motivated, enthusiastic, and dedicated student seeking summer employment that will expand your skillset and knowledge?

The District of Taylor is inviting students from the Taylor area to apply for the following positions:

- Recreation Attendants
- Lone Wolf Golf Club Food and Beverage Staff
- Labourers

Ideal candidates are aware of and dedicated to working safely according to applicable standards, policies, and procedures, work effectively in team environments, are able to communicate in a professional and courteous manner with customers and team members, have strong collaboration and interpersonal skills, have excellent communication skills with the ability to interpret both verbal and written instructions, maintain a positive attitude in a fast-paced work environment, stays on task, and are able to work efficiently with little supervision. For complete job descriptions for each position, please visit the Careers page at [www.districtoftaylor.com](http://www.districtoftaylor.com).

Scheduled hours of work will vary for each position and may require availability on evenings, weekends, and statutory holidays. Wage rates will also vary based on the position and previous experience.

With your resume, please provide a cover letter that articulates how your skills and abilities make you an ideal candidate. **If you are interested in a specific position listed above, please indicate the position of interest in your cover letter. Resumes that do not specify an area of interest will be considered for all positions.**

This job posting will remain open until all available positions have been filled.

Please address your application to:

Lisa Ford, Deputy Corporate Officer  
PO Box 300  
Taylor, BC V0C 2K0  
Phone: (250) 789-3392

Email: [recruitment@districtoftaylor.com](mailto:recruitment@districtoftaylor.com)

*The District of Taylor thanks all applicants for their interest in this position; however only applicants selected for position interviews will be contacted.*



# DISTRICT OF TAYLOR

## Recreation Attendant

### Job Description

**Title:** Recreation Attendant

**Date:** June 6, 2022

**Department:** Community Services

**Job Category:**

**Reports To:** Recreation Programmer

**Job Number:**

**Interacts With:** Community Services, Event Participants, Public

**Wage:**

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#### **General Summary:**

Under the direction of the Recreation Programmer, the Recreation Attendant interacts with recreation users, run play in the park family activities, assist with the implementation of programs and execution of special events with the goal of providing a fun and safe experience for all participants.

#### **Primary Duties and Responsibilities:**

##### **General**

- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the department
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis

##### **Health and Safety**

- Awareness of and dedication to working safely according to applicable standards, policies, and procedures
- Maintain calm, approachable, and professional manner at all times, taking on leadership role in emergency situations and as required
- Ensures appropriate precautionary safety measures are in place for each planned event and community activity
- Responsible for the First Aid kits for events. Ensures kits are properly supplied and available as needed.

##### **Recreation and Leisure Programs**

- Acts as a District ambassador interacting with recreation and leisure users and providing assistance as needed
- Assists with cleaning, maintaining and organising recreational facilities and equipment

- Assists with the successful implementation of scheduled community programs and events

**Requirements and Qualifications:**

**Education and Experience:**

- 16 years of age or older
- Level 1 First Aid
- Other combinations of education and experience may be considered

**Knowledge, Skills, and Abilities:**

- Able to exercise sound judgment in the interpretation and application of related regulations, policies and procedures
- Respectful and clear communicator. Able to promote positive relations between the District and the community (including media and outside organizations)
- Exceptional interpersonal skills to effectively resolve customer, operational, and personnel problems as well as make positive connections with the public
- Able to maintain satisfactory energy levels for duration of programming
- Safety conscious
- Able to comfortably take on informal leadership role in high-stress situations
- Excellent personal judgement and quick thinking in high-stress situations
- Creative thinker, able to plan and execute enjoyable games and activities for participants

**Other Requirements:**

- Completion of a Criminal Record Check (Including vulnerable sector)
- Legally entitled to work in Canada



**Working Conditions (environmental conditions, physical demands, travel, etc.):**

- Generally 8:30 am-4:30 pm Monday – Friday, although, reflective of special events and scheduled recreation programs and/or services, the requirement for some evening, weekend, and holiday work exists
- General office conditions – ergonomic and eye strain considerations associated with desk and computer work
- Some outdoor requirements in varied weather conditions

**Disclaimer:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

**Approval:**

Moira Green	Chief Administrative Officer		June 9, 2022
Name/Title	Officer	Signature	Date
Ryan Galay, Director, Community Services		June 9, 2022	Date
Name/Title	Signature	Date	



## DISTRICT OF TAYLOR

### Cook

### Job Description

**Title:** Cook

**Date:** February 27, 2022

**Department:** Golf Course

**Job Category:**

**Reports To:** Kitchen Supervisor

**Job Number:**

**Interacts With:** Kitchen staff, Front-End staff,  
restaurant patrons, public

**Grade:**

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#### **General Summary:**

Cooks complete a wide range of duties in addition to food preparation including, but not limited to, restocking, cleaning, set up and take down of events, and supporting other departments as requested. Reporting to the Kitchen Supervisor, and working as a key member of restaurant team, the Cook works to ensure that the food preparation supports the overall organizational goals and atmosphere of the club. This role will also be required on occasion to perform Shift Lead duties in rotation with other employees.

#### **Primary Duties and Responsibilities:**

##### **General**

- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the department
- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis

##### **Health and Safety**

- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Performs safe use of all kitchen equipment including knives, slicer, fryers, grill, ovens, and dishwasher
- Know, understand, and ensure ongoing compliance to all food safety requirements and regulations

##### **Kitchen Services**

- Cook food to order, following all recipes and preparation instructions to ensure consistency in preparation and presentation, taking note of any special requests
- Know the menu thoroughly and able to prepare all items on the menu
- Complete food prep responsibilities, including pre-cooking, washing, cutting, portioning and preparing items

- Clean, stock, and restock food preparation areas, ensuring areas are fully supplied prior to busy periods and at the end of shift
- Identify and communicate item shortages, equipment issues, accidents/near misses, food service complaints and other key shift information accurately and timely
- Ensure all policies and procedures are followed with respect to properly portioning items, accurate inventory rotation, and managing food and supply costs
- Collaborate and communicate with other cooks and front-end staff to ensure excellent overall restaurant service levels
- Monitor inventory of pre-packaged food (ex. Sandwiches) and prepares pre-packaged foods as required to ensure sufficient supply for customers while managing food waste by not preparing perishable items in excess
- Set up event food service, monitor food quantities on the buffet, and clean up buffet service
- Ensure the cleanliness of the food preparation areas, cooking surfaces, utensils, dishes, stock areas, laundry, and staff washroom
- Complete proper opening and closing procedures

#### **Shift Lead**

- Act as shift supervisor to lead other cooks in their work, providing direction with regard to food preparation and other additional tasks
- Act in a training capacity for other cooks to ensure they understand and can perform kitchen responsibilities, use the equipment, and can work within the menu and identified recipes
- Problem solve and identify options in response to unexpected issues such as equipment breakdown, supply shortages or unexpected food waste
- Act as main point of contact to answer questions from other cooks or golf course staff as it relates to kitchen operations
- Provide temporary coverage for Kitchen Supervisor, including activities such as the occasional ordering of food supplies, responding to requests from other Supervisors, or schedule management (calling in extra staff or sending staff home)
- Act as a key holder, ensuring appropriate controls and security when opening or closing the clubhouse

#### **Requirements and Qualifications:**

##### **Education and Experience:**

- Grade 12 Diploma or equivalent
- 1-3 years of experience working in a fast-paced kitchen
- Certificate in Culinary Arts or comparable education an asset
- FOODSAFE Level 1 Certification an asset
- Experience with catering large functions an asset

##### **Knowledge, Skills, and Abilities:**

- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Strong understanding of food safety
- Understanding of food preparation and ability to operate general kitchen equipment
- Hold full understanding of kitchen operations
- Strong communication skills and ability to interpret both verbal and written instructions
- Ability to work effectively in a team environment
- Attention to detail and focus on accuracy with regard to food preparation and presentation

- Ability to manage and maintain a positive attitude in a fast-paced work environment
- Ability to work efficiently with minimal supervision

**Other Requirements:**

- Clear Criminal Record Check
- Legally entitled to work in Canada

**Working Conditions (environmental conditions, physical demands, travel, etc.):**

- This is a seasonal position, with scheduled hours varying through the season (generally April – Thanksgiving weekend). Hours can be impacted by weather conditions when it impacts operating hours of the course
- Although there is some schedule flexibility, employees can expect to work on league nights (Tuesday – Thursday), weekends and special events. There is limited availability for extended time off during the season
- Due to the fast-paced service nature of the role, must be able to remain standing for long periods

**Disclaimer:**

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**Approval:**

Moira Green CAO  
Name/Title

[Signature]  
Signature

07/03/2022  
Date

Brian Galay, Director, Community Services  
Name/Title

[Signature]  
Signature

Mar 4, 2022  
Date



## DISTRICT OF TAYLOR

### Server

### Job Description

**Title:** Server

**Date:** February 27, 2022

**Department:** Golf Course

**Job Category:**

**Reports To:** Front End Supervisor

**Job Number:**

**Interacts With:** Front-end staff, customers,  
Kitchen staff, public

**Grade:**

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#### **General Summary:**

Servers complete a wide range of duties in addition to food and beverage service, including, but not limited to, restocking, cleaning, set up and take down of events, and supporting other departments as requested. Reporting to the Front-End Supervisor, and working as a key member of restaurant and golf course team, the Server works to ensure that the food and beverage service supports the goals of the club.

#### **Primary Duties and Responsibilities:**

##### **General**

- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the department
- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members (recognizing and acknowledging regular customers and Members)
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis
- When appropriate and required, makes customers aware of applicable District and golf course rules, regulations and policies in a professional and diplomatic manner, escalating to the on-duty supervisor and Front-End Supervisor where there is continued contravention of rules, regulations and policies

##### **Health and Safety**

- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Understands legal responsibilities of serving alcohol, and is compliant with all applicable regulations and policies
- Understands the risks of over-service and is able to safely and diplomatically deal with customers who need to be cut off from service or asked to leave the premises

##### **Front End Services**

- Deals effectively with customer concerns, identifying opportunities to recover customer satisfaction and loyalty, escalating issues to the on-duty supervisor and/or Front-End Supervisor where resolution cannot be achieved
- Identifies opportunities to provide suggestions to customers and promote daily specials, features and upcoming events
- Collaborates with other servers and kitchen staff to ensure excellent overall restaurant service levels
- Ensures accurate entering of orders, sales, discounts, proper cash management and complete daily cash balancing
- Ensures the cleanliness of the front end, stock rooms, and restaurant public areas, ensuring all appropriate food, health and safety regulations are met
- Ensures proper opening and closing procedures are completed, including responsibility for ensuring proper lock up of the facility
- Follows inventory management and controls policies, including point of sale (POS) accuracy, proper rotation of products, and demonstrating proper care, control and handling of golf club assets and inventory
- Answers general questions about overall golf operations (ex. Hours of operation, booking tee times, products and services offered, upcoming events), and where unable to answer questions, direct customer to appropriate contact

#### **Requirements and Qualifications:**

##### **Education and Experience:**

- 16 years of age or older
- Serving it Right™ Certification
- Experience in a licensed fast paced food and beverage service environment preferred
- Basic understanding of golf and/or experience working at a golf course an asset

##### **Knowledge, Skills, and Abilities:**

- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Demonstrated customer-oriented approach through prior customer service roles in fast paced, multi faceted environments
- Strong understanding of the legal responsibilities when servicing alcohol
- Knowledge of techniques to prevent problems related to over-service of alcohol
- Strong customer service and sales skills
- Strong communication skills
- Interpersonal skill to resolve conflict with members of the public and team members
- Attention to detail and focus on accuracy with regard to entering customer orders and cash balancing
- Ability to manage and maintain a positive attitude in a fast-paced work environment
- Must be able to manage and work efficiently with minimal supervision

##### **Other Requirements:**

- Clear Criminal Record Check
- Legally entitled to work in Canada

#### **Working Conditions (environmental conditions, physical demands, travel, etc.):**

- This is a seasonal position, with scheduled hours varying through the season (generally April – Thanksgiving weekend). Hours can be impacted by weather conditions when it impacts operating hours of the course



- Although there is some schedule flexibility, employees can expect to work on league nights (Tuesday – Thursday), weekends and special events. There is limited availability for extended time off during the season
- Due to the fast-paced service nature of the role, must be able to stand and walk for long periods

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**Approval:**

<u>Moira Green CAO</u> Name/Title	<u></u> Signature	<u>07/04/2022</u> Date
<u>Bryan Galay, Director, Community Services</u> Name/Title	<u></u> Signature	<u>Mar 4, 2022</u> Date



## DISTRICT OF TAYLOR

### Labourer I

### Job Description

**Title:** Labourer I

**Date:** April 10, 2022

**Department:** Parks and Facilities

**Job Category:**

**Reports To:** Manager, Parks and Facilities

**Job Number:**

**Interacts With:** Parks and Facilities, Community Services, Peace Island Park, and Lone Wolf Golf Course departments, community members

**Wage:**

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#### General Summary:

This position performs general maintenance, cleaning, repairs, upgrades, and seasonal grounds keeping services across various locations within the District of Taylor.

#### Primary Duties and Responsibilities:

##### General

- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the department
- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis

##### Health and Safety

- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Ensures the organization, security and cleanliness of facility building, equipment, inventory and other assets
- Responsible for the proper maintenance and safety of tools and equipment by cleaning and checking tools and equipment after use and reporting major defects

##### Grounds Maintenance

- Performs a variety of weed whipping and mowing activities for all District property (including Peace Island Park and Lone Wolf Golf Course) and safely operates all grass maintenance equipment
- Participates in community weeding/beautification activities
- Performs manual watering and fertilizing of trees and ornamental landscaping

- Performs a variety of daily duties including clean up and sorting of garbage and recycling, cleaning restrooms, and other facility maintenance tasks
- Participates in other project activities such as painting, gardening support, or other projects
- Completes light mechanical work (oil change, grease, remove reels, etc.) and general miscellaneous repair activities
- Ensures all issues, defects, and maintenance repair needs are identified and communicated in a timely manner to management

**Requirements and Qualifications:**

**Education and Experience:**

- 16 years of age or older
- Level 1 First Aid
- WHMIS 2015 Certification would be considered an asset
- Prior, related experience in general labour, grounds maintenance, and landscaping would be an asset
- Other combinations of education and experience may be considered

**Knowledge, Skills, and Abilities:**

- Strong attention to detail
- Understanding of WHMIS principles
- Able to communicate in a professional and courteous manner with customers and team members
- Written and verbal communication skills, including the ability to interpret shift tasks from a written list left by a supervisor
- Able to stay on task even when completing jobs that may be very routine or mundane
- Able to manage and maintain a positive attitude in a fast-paced work environment
- Able to manage and work efficiently with little supervision
- Effective time management skills
- Comfortable working safely with a variety of small equipment
- Experience using basic cleaning equipment

**Other Requirements:**

- Clear Criminal Record Check
- Valid BC Driver's License with acceptable Driver's Abstract would be considered an asset
- Legally entitled to work in Canada

**Working Conditions (environmental conditions, physical demands, travel, etc.):**

- This position provides general labour and grounds maintenance services District-wide. As required, Labourers will be deployed to other District locations
- This is a seasonal position, with scheduled hours varying through the season (generally May – October). Hours can be impacted by weather conditions when it impacts ability to perform maintenance activities
- Although there is some schedule flexibility, employees can expect to work weekends and there is limited availability for extended time off during the season
- Physical labour is an expectation in the role and the incumbent must have sufficient physical strength, stamina and coordination to permit the performance of medium to heavy manual indoor and outdoor work in all weather conditions.

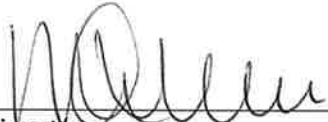
**Disclaimer:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

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**Approval:**

Moira Green CAO  
Name/Title

  
Signature

20 04 2022  
Date

Ryan Galay Director, Community Services  
Name/Title

  
Signature

20 04 2022  
Date



## DISTRICT OF TAYLOR

### Labourer II

### Job Description

**Title:** Labourer II

**Date:** July 21, 2022

**Department:** Parks and Facilities

**Job Category:** Service/Labourer/Sales

**Reports To:** Manager, Parks and Facilities/  
Grounds Superintendent

**Position Number:**

**Interacts With:** Parks and Facilities, Community  
Services, Peace Island Park, and Lone Wolf Golf  
Course departments, community members

**Grade Assignment:** 2

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#### **General Summary:**

This position performs general maintenance, cleaning, repairs, upgrades, and seasonal grounds keeping services across various locations within the District of Taylor. In addition, this position is also responsible for supporting the Gardener in the care and maintenance of seasonal flower beds and pots, shrub beds, rock gardens as well as tree and hedge trimming.

#### **Primary Duties and Responsibilities:**

##### **General**

- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the department
- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis

##### **Health and Safety**

- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Ensures the organization, security and cleanliness of the maintenance building, equipment, inventory and other assets
- Responsible for the proper maintenance and safety of tools and equipment by cleaning and checking tools and equipment after use and reporting major defects

##### **District-Wide Grounds Maintenance**

- Performs a variety of weed whipping and mowing activities for all District property (including Peace Island Park and Lone Wolf Golf Course) and safely operates all grass maintenance equipment
- Participates in community weeding/beautification activities
- Performs manual watering and fertilizing of trees and ornamental landscaping
- Performs a variety of daily duties including clean up and sorting of garbage and recycling, cleaning restrooms, and other facility maintenance tasks
- Participates in other project activities such as painting, gardening support, or other projects
- Completes light mechanical work (oil change, grease, remove reels, etc.) and general miscellaneous repair activities
- Ensures all issues, defects, and maintenance repair needs are identified and communicated in a timely manner to management

#### **Community Beautification and Gardener Assistance**

- Prepares flower beds and complete planting as per Gardener direction
- Responsible for ongoing flower, shrub bed and turf maintenance

#### **Golf Course Grounds Maintenance**

- Performs all Golf Course maintenance activities as required under mentorship and supervision of Labourer III and/or Grounds Superintendent

### **Requirements and Qualifications:**

#### **Education and Experience:**

- Age 17 or older
- Level 1 First Aid
- WHMIS 2015 Certification would be considered an asset
- 1 year prior, related experience in general labour, grounds maintenance, and landscaping
- Other combinations of education and experience may be considered

#### **Knowledge, Skills, and Abilities:**

- Strong attention to detail
- Understanding of WHMIS principles
- Able to communicate in a professional and courteous manner with customers and team members
- Written and verbal communication skills, including the ability to interpret shift tasks from a written list left by a supervisor
- Able to stay on task even when completing jobs that may be very routine or mundane
- Able to manage and maintain a positive attitude in a fast-paced work environment
- Able to manage and work efficiently with little supervision
- Effective time management skills
- Comfortable working safely with a variety of small equipment
- Experience using basic cleaning equipment
- Proficient computer skills (MS Office)

#### **Other Requirements:**

- Clear Criminal Record Check
- Valid BC Driver's license with acceptable Driver's Abstract would be an asset
- Legally entitled to work in Canada

### **Working Conditions (environmental conditions, physical demands, travel, etc.):**

- This position provides general labour and grounds maintenance services District-wide. As required, Labourers will be deployed to other District locations
- This is a seasonal position, with scheduled hours varying through the season (generally March – October). Hours can be impacted by weather conditions when it impacts ability to perform maintenance activities
- Although there is some schedule flexibility, employees can expect to work weekends and there is limited availability for extended time off during the season
- Able to perform physical labour, stand for long periods of time, and must have sufficient physical strength, stamina and coordination to permit the performance of medium to heavy manual outdoor work in a variety of weather conditions.

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**Approval:**

<p><i>Ryan Galay, Director</i>  Name/Title of Community Services</p>	<p><i>[Signature]</i>  Signature</p>	<p><i>Aug 18, 2022</i>  Date</p>
<p><i>Josua Green</i>  Name/Title  <i>Chief Administrative Officer</i></p>	<p><i>[Signature]</i>  Signature</p>	<p><i>Aug 18, 2022</i>  Date</p>