

EXTERNAL JOB POSTING

CONCESSION SUPERVISOR, FULL-TIME

POSTING No: 2018-27

POSTING DATE: August 24, 2018

POSTING EXPIRY DATE: Until filled

Strathcona Regional District is seeking a full-time concession worker for Strathcona Gardens Recreation Complex to work varying shifts including days, evenings and weekends. Reporting to the Manager of Arenas and Facility Operations the Concession Supervisor is responsible for purchasing food and cleaning supplies, developing menus and special promotions, analyzing food costs, scheduling and training concession staff and developing and implementing policies and concession procedures.

Successful candidates will be required to complete a criminal record check and become a member of the United Steel Workers, Local 1-1937. The current rate of pay for this position is \$22.31 per hour.

REQUIRED EDUCATION

- Completion of grade 12
- One-year certificate in food services, recreation, business management or an equivalent combination of courses

PREFERRED EDUCATION

- Supervisory training

REQUIRED EXPERIENCE

- Minimum two years of related experience working in a concession/restaurant
- Minimum two years of supervisory experience

REQUIRED LICENCES AND CERTIFICATES

- BC FOODSAFE Level 1
- BC FOODSAFE Level 2 – required within one year of employment
- Standard First Aid
- CPR Level C with AED (current within the year)
- WHMIS 2015
- Class 5 Drivers Licence

HOW TO APPLY:

Please forward your cover letter, resume and copies of your certificates to corporate@srd.ca quoting "Posting 2018-27 Concession Supervisor, Full-Time" in the subject line of your application.



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Concession Supervisor

JOB SUMMARY

Under the direction of the Manager of Arenas and Facility Operations, the Concession Supervisor contributes to the effective operation of the concession. The Concession Supervisor is responsible for purchasing food and cleaning supplies, developing menus and special promotions, analyzing food costs, scheduling and training concession staff and developing and implementing policies and concession procedures.

JOB DUTIES

- Promote a safe, friendly and enjoyable recreational atmosphere
- Resolve problems with staff or patrons and refers to management when appropriate
- Prepare reports and maintain records as required
- Assign work, coaches and evaluates concession desk staff
- Prepare staff schedules and completes payroll as directed
- Mentor and motivate staff
- Develop and deliver in-service staff training
- Prepare promotional materials and complete other marketing initiatives as required.
- Manage inventories and purchases concession supplies
- Ensure a high standard of safety and cleanliness is met with regards to the concession area and equipment
- Ensure a high level of customer service is provided
- Act as a liaison with other department supervisors/coordinators, SRD committees and facility user groups
- Conduct safety checks, administer first aid as required and ensure all incidents are documented
- Administers first aid as required
- Perform concession worker duties as required and other related duties as assigned

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KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and understand policies and procedures
- Ability to communicate information clearly verbally and in writing to staff and patrons
- Ability to work without direct supervision
- Ability to multi-task and handle multiple projects with varying priorities at one time
- Ability to cook and direct staff under pressure
- Excellent cash handling skills
- A proven working knowledge of computer applications including but not limited to Microsoft Word, Excel, Publisher and Outlook as well as modern POS systems
- Ability to maintain a positive work environment while ensuring that policies and procedures are being followed
- Ability to effectively supervise staff and to handle and resolve staff and patron complaints
- Must be conversant with emergency procedures
- Basic knowledge of inventory control

OTHER

- Able to work a variety of hours and shifts, including but not limited to: evenings, weekends, and holidays
- May be required to substitute in the short-term absence of a co-worker or supervisor
- Physically able to lift and move heavy equipment and supplies

Safety is Everyone's Responsibility - All facility staff, including the Concession Supervisor, are responsible for recognizing and immediately dealing with urgent safety and health issues when and where they arise. All facility staff are responsible for recognizing and reporting non-urgent safety issues to their manager or another appropriate manager in a timely manner.

I have read and understand this job description.

Employee Print Name

Date

Employee Signature