

JOB POSTING

CONCESSION SUPERVISOR, FULL-TIME

Posting No: 2022-31

Posting Date: July 26, 2022

Posting Expiry Date: until filled

REQUIRED EDUCATION, EXPERIENCE, LICENCES AND CERTIFICATES

- Grade 12
- Supervisory training
- Post-secondary courses in food services, administration, marketing, and/or accounting
- One year as a Concession Support Assistant at Strathcona Gardens Recreation Complex or equivalent
- 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)
- Class 5 Drivers Licence

BENEFITS PAID FOR BY THE EMPLOYER

- extended health benefits (including prescriptions, vision, paramedical)
- dental benefits (basic, comprehensive, major and orthodontics)
- life insurance and AD&D benefits (2 ½ times annual salary)
- weekly indemnity benefits (2/3 of full pay up to 12 weeks)
- travel benefits (insurance for when you travel out of province and country)
- generous leave entitlements for vacation, sick time, family responsibilities, bereavement
- Employer and Family Assistance Program (professional and confidential support)
- employer pays for all job required re-certifications
- annual \$75 shoe allowance
- defined benefit pension plan <https://mpp.pensionsbc.ca>

The hourly rate of pay for this job is \$24.15. We provide premium pay for working after 6pm. See [here](#) for more information on pay and benefits.

HOW TO APPLY: Please forward your cover letter, resume and copies of the required certifications to hr@srd.ca quoting "Posting 2022-31 Concession Supervisor, Full-Time" in the subject line of your application. Successful candidates will be required to complete a criminal record check with a vulnerable sector search and become a member of the United Steelworkers, Local 1-1937.

Strathcona
REGIONAL DISTRICT



301 - 990 Cedar Street,
Campbell River, BC V9W 7Z8
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Toll-free: 1-877-830-2990

www.srd.ca

Concession Supervisor

JOB SUMMARY

Under the direction of the Manager, Arenas and Administration, 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 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
- Administer first aid as required
- Perform concession worker duties as required and other related duties as assigned

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REQUIRED EXPERIENCE

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REQUIRED LICENCES AND CERTIFICATES

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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 and Outlook as well as modern POS systems and recreation software
- 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