

Sedgewick Recreation Centre – Concession Staff Job Description

CLASSIFICATION:	Concession Staff	SUPERVISOR:	Concession Supervisor
DEPARTMENT:	Recreation	WORK HOURS:	Flexible
STATUS:	Part Time Temporary		

Summary of Position:

Under the direction of the Concession Supervisor co-ordinates the daily operations of the Sedgewick Recreation Concession which includes but is not limited to taking orders, food preparation, operating the point of sales system, inventory control and stocking, janitorial duties, maintaining a standard of safety and providing excellent customer service and maintenance. The Concession Staff shall be employed by the Rec Board and report to the Concession Supervisor.

Qualifications:

1. Excellent written and oral communication skills;
2. Excellent interpersonal skills;
3. Strong ability to prioritize and multitask;
4. Maintain current knowledge of products and services provided;
5. Ensure a proper level of inventory is available for needs;
6. Properly maintain and motivate junior staff;
7. Possess the ability to distribute physical goods, up to 40 pounds;
8. Work well in a fast paced environment with minimal supervision;
9. Criminal Records Check;
10. Food Safe and Pro Serve Certificates an asset;
11. Valid first aid/CPR certificate an asset;

- Position commences Oct. 1st thru to March 31th
- Hourly paid position
- Only successful applicants will be contacted
- Closing date Sept 30st
- Send resumes to sedgewickrec@gmail.com, or
- Box 11, Sedgewick, AB T0B 4C0