



Town of Sedgewick – Concession Staff

CLASSIFICATION:	Administrative	SUPERVISOR:	Concession Manager
DEPARTMENT:	Recreation	WORK HOURS:	Flexible
STATUS:	Permanent Part-Time		Includes evening/weekend

Summary of Position:

Under the direction of the Recreation and Facility Manager, or his/her delegate, manages and oversees the concession in the Sedgewick Recreation Centre.

Qualifications:

1. Able and willing to work evenings and weekends
2. A food handling course would be considered an asset
3. Past food serving experience is an asset
4. Pro Serve or the ability to get Pro Serve is an asset

Duties and Responsibilities:

1. Cook food on the menu using food-friendly methods
2. Keep the concession and area clean and tidy
3. Answer the phone in a friendly and informative manner
4. Be courteous and friendly to visitors, and be an information service for facility users
5. Prep the bowling alley for customers
6. Record important information for managers and supervisors
7. Adheres to all Recreation policies, procedures and safety regulations
8. Any other duties as requested by concession or facility managers