



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Senior Concession Worker

Castlegar & District Community Complex

Job Description

TITLE OF IMMEDIATE SUPERVISOR: Senior Concession Worker

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: COMMUNITY SERVICES - Recreation

SUMMARY OF POSITION:

Under the general supervision of the Concession Supervisor, the Senior Concession Worker is responsible for taking orders, preparing food items, operating POS, excellent customer service and general cleaning.

TASK DESCRIPTION:

1. Opening and closing of the Concession as per the procedures of the department.
2. Prepare, sell, service food items to internal and external customers.
3. Ensure cash handling procedures are followed and all financial records are completed accurately.
4. Ensure a high level of cleanliness/hygiene is maintained in the Complex Kitchen and concession.
5. Complete routine inventory of food items and make recommendations to supervisor.
6. Promote and maintain good public relations towards those persons or organizations that inquire or could make use of the facility to ensure, and enhance, client satisfaction while at the facility.
7. Good understanding of safe work practices and ensure the facility is maintained with public and staff safety in mind.
8. Other related duties

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Food Safe
- CPR (Level C) with AED
- Strong verbal communication skills, including excellent customer service skills
- Demonstrated team work abilities
- A strong commitment to Health and Safety in the workplace
- Satisfactory Criminal Record
- Commitment to the RDCK values: Health and Safety, Integrity, Accountability and Respect.

PREFERRED SKILLS AND EXPERIENCE

- Cash handling experience would be considered an asset
- Previous concession, food service and/or customer service experience an asset.

ACCEPTANCE

I have read and discussed the expectations for this position. My direct supervisor has explained the associated tasks to me and I am prepared to accept these responsibilities.

Employee Name

Employee Signature

Date

Employer Representative Name

Employer Representative Signature

Date