
TITLE: Concession Stand Lead

DEPARTMENT: Food & Beverage

REPORTS TO: Director of Food & Beverage / Food & Beverage Operations Supervisor / Supervisor

TYPE OF POSITION Part Time, Hourly

MINIMUM QUALIFICATIONS:

- Serving It Right and Food Safe certificates required
- Experience working in a supervisory capacity in a fast-paced fast food environment preferred.
- Must be able to work a fluctuating work schedule that will vary depending on events schedule (including days, evenings, weekends, holidays, etc.)
- Black dress shirt, black dress pants, black shoes

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like and respectful manner which focuses on generating a positive, enthusiastic and cooperative work environment. Must be fluent in English both written and verbally.
- Ability to lead a team-oriented, fast-paced, event-driven environment, standing for long periods
- Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as they relate to POS cash/credit transactions, cash reconciliation and product inventory.
- Ability to handle cash accurately and responsibly.

DUTIES & RESPONSIBILITIES:

- Responsible for verifying opening inventory, ensuring inventory levels during event, tracking all discards and spoilage, validating all stock received and transferred out, counting ending inventory and closing point of sale terminals. As well as memorizing the product menu available at each location.
- Oversees staff in the concession stand ensuring proper uniform, appearance and break coordination.
- Responsible for communicating clearly and directly with employees concerning manifest specifications, policies and procedures including alcohol-dispensing regulations.
- Ensures that cooks are keeping up with demand for product without over supplying.
- Responsible for greeting guests and taking orders for food and beverage products.
- Responsible for preparing simple foods and beverages utilizing the company recipes and portion standards. Must maintain the highest quality standards and portion consistency.
- Responsible for accepting payment from guests and making change as necessary.
- Responsible for keeping the work area and surroundings clean using sanitation standards.
- Assist in clean up and break down of the concession area at the end of the event.
- Performs other duties as assigned

This job description is subject to change.

To apply for this position please either email your resume to
Dawn Abram, Director of Food & Beverage at concessions@abbotsfordcentre.ca, or by person
ATT: Dawn Abram – Director of Food & Beverage
33800 King Road Abbotsford BC, V2S8H8