
TITLE:	Distribution Supervisor
DEPARTMENT:	Food & Beverage
REPORTS TO:	Director of Food & Beverage / Food & Beverage Operations Supervisor / Executive Chef
TYPE OF POSITION	Part Time, Hourly

MINIMUM QUALIFICATIONS:

- Serving It Right and Food Safe certificates an asset
- 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:

- Supervises the work of others before, during and after events ensuring that the distribution of product is timely and accurate.
- Responsible for distributing and safeguarding all concession equipment.
- Assists with inventory control and physical monthly inventories.
- Responsible for setting up and stocking all stands, bars and portable locations. Attention to detail including company standards of inventory control, sanitation, presentation and quality.
- Ensure the cleanliness of all concession stands by removing all trash and recyclables.
- Responsible for rotating food products during the stocking process to ensure the freshest products are being served to guests.
- Responsible for the upkeep of the warehouse including sweeping, mopping, organizing storage areas and cleaning commissary dishes.
- Required to be familiar with all food, beverage and paper product supplies at the facility.
- 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