

Job Description

Position: Arena Attendant - Snack Bar	Date: September 2024
Reports to: Director Parks and Recreation	Department: Parks and Recreation

Purpose:

Reporting to the Director, Parks and Recreation, this position is responsible for the operation of the Snack Bar as well as general custodial and customer service at the North Kawartha Community Centre. The incumbent will have extensive public contact which requires greeting and serving customers with professionalism, diplomacy and integrity consistent with the public status and image of the Township.

Duties and Responsibilities:

1. Customer Service and Public Relations at the North Kawartha Community Centre.
2. Staffing and Operation of the Snack Bar including the inventory, ordering and stocking supplies.
3. Preparation of food, taking orders and serving customers at the snack bar in a professional, courteous and timely fashion.
4. Ensuring the Snack Bar is clean and safe as per regulations and guidelines.
5. Accurately accounting for and depositing daily snack bar sales as per policy and procedures.
6. Minor custodial duties include sweeping, mopping, cleaning bathrooms, windows, change rooms and restocking paper products including toilet paper, paper towels, soap, etc.
7. Other duties as assigned.

Supervision:

This position does not have any supervisory responsibilities.

Working Relationships:

Internal:	Mayor and Council Municipal Staff	Manager and colleagues
External:	General Public	Product Suppliers

Skills and Competencies:

- Ability to perform basic math calculations
- Strong organizational ability
- Excellent customer service
- Ability to work alone and in a team environment
- Good public relations skills and ability to communicate effectively with the public.
- Demonstrated interpersonal and team skills.
- Strong initiative and good judgment.

Knowledge, Training and Qualifications:

- Grade 12 Diploma
- Knowledge and understanding of the Workplace Hazardous Materials Information System (WHMIS), CPR and First Aid.
- Experience in food prep and sales an asset.
- Ability to understand verbal and written instruction.

Working Conditions:

Typical climate-controlled environment. Work activities require visual and mental concentration for intermediate durations of time. Varying hours and shifts 7 days per week occasionally working alone. Lifting and carrying of items weighing less than 30 lbs (i.e. cleaning supplies).

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

Manager

Date

Chief Administrative Officer

Date