



**EMPLOYMENT OPPORTUNITY**  
**CENTRE DUFFERIN RECREATION COMPLEX**  
Invites Applications for:

**PART-TIME CONCESSION BOOTH ATTENDANT**

Position: Concession Booth Attendant

Posted: August 29, 2019

Positions Available: 2

Closing: Friday, September 13, 2019 at 2:00pm

Status: Part Time

Wage Range: \$14.30 - \$15.05 per hour

Dependent on experience and qualifications

Work week: 6-16 hours per week

The CDRC Board of Management is seeking a positive, team-oriented individual to fill the position of Part Time/Seasonal Concession Booth Attendant. Under the direction of the Concession Booth Manager, the successful candidate will be involved in a diverse range of job activities including cooking and preparing food items, serving customers, cleaning and refilling supplies. The job requires standing and some physical requirements. This position is a part-time position with the bulk of the work hours occurring between September and March. The successful candidate must be available to work scheduled week nights and weekends as well as special events during the summer months. The job requires strong team work and communication skills in order to work well with other staff and the general public. A background in food service would be an asset.

**Duties & Responsibilities:**

- Prepare food products for patrons using safe food handling practices
- Ability to use kitchen utensils and equipment in safe manner in order to prepare food products ie kitchen knives, mixers, fryers, grill
- To cook and prepare simple short order menu items in a timely manner
- Take & serve patrons orders courteously & timely
- Operate cash register and POS equipment. Handle cash and make change. Close out and balance receipts at the end of the shift
- Fill and restock merchandise and supplies
- Maintain inventory of supplies for supervisor & provide listing to manager weekly
- Keep kitchen and serving area clean, free of safety hazards,
- Sweep and mop floors, clean down all surfaces and maintain all utensils & equipment through proper cleaning processes as required
- Unpack & store supplies in refrigeration, cupboards and other storage areas
- Remove garbage and clean garbage containers on a daily basis
- Other duties as assigned

**Skills & Abilities:**

- Safe Food handling certification
- Develop and maintain a working knowledge of standard methods, materials, tools & equipment used in food preparation
- Develop and maintain a working knowledge of safety precautions and hazards involved with the work assigned
- Provide strong customer service, communication and team working skills both verbally & written with patrons, supervisor & colleagues
- Operation of cash register and POS equipment. Handle cash and make change
- Demonstrate the ability to work independently and/or in a group
- Successful completion of Grade 12 High School diploma or higher

Centre Dufferin Recreation Complex, 200 Fiddle Park Lane, Shelburne, ON L9V 3C9  
Phone: (519) 925-2400

- Some experience in food service an asset
- First Aid training (current)
- Knowledge of applicable Health and Safety Policies and Procedures/WHMIS an asset
- Ability to obtain a current Criminal Record Check and Vulnerable Sector Screening
- On the job training is provided

Resumes are being accepted for this position and will be received until 2:00pm on Friday, September 13, 2019 by email or in person;

Kim Fraser, Facility Administration Manager  
Centre Dufferin Recreation Complex  
200 Fiddle Park Lane, Shelburne, ON L9V 3C9  
(519) 925-2400  
[kfraser@shelburne.ca](mailto:kfraser@shelburne.ca)

Please note position applying for on cover page.

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited to an interview.