



**POSITION TITLE:** Concession Manager

**RESPONSIBLE TO:** Facility Manager

**REPORTS TO:** Community Service Director

**TERM:** September 1 to April 15 – Concession Manager Gibbons Arena  
(Start and End Dates may Vary)

**IMPORTANT NOTE:** This position will require the Employee to work evenings and weekends.

**POSITION SUMMARY:** Under the supervision of the Facility Manager this position is responsible for the day-to-day operation and maintenance of the Gibbons Arena Concession

**EDUCATION/EXPERIENCE:** A minimum completion of grade 12 and a Class 5 Drivers License. A Food Handling Permit is required. A combination of education and experience within operations and management is considered an asset.

#### POSITION RESPONSIBILITIES

- Responsible to organize the concession so that it meets the needs of the Community.
- Responsible for hiring and training seasonal staff.
- Responsible to ensure that the revenues are balanced with sales.
- Responsible for the purchasing and maintaining of inventory.
- Responsible to approve expenditures made on behalf of the concession.
- Works with Facility Manager as necessary to ensure smooth operation of Concession equipment and space.
- Maintains equipment and facility in a sanitary condition to pass health inspection

Please submit a resume with a cover letter to: [gov@gibbons.ca](mailto:gov@gibbons.ca)

Job posting closes August 26, 2022