



Concession Assistant Job Description

Duties

The following duties are performed under the guidance of a supervisor:

- Assist in set up and take down/clean up of the concession at beginning and end of summer
- Set up and/or clean up the concession on days worked
- Re-Stocking, inventory checks, receive deliveries
- Follow Health and Safety protocols including cleaning: dishes, displays, coffee machine, cupboards, refrigerator, floors, etc.
- Create boards for advertisements
- Process orders and receive payments
- Assist in the training of concession volunteers in day-to-day operations
- Contribute to the writing of end of year reports and review of procedures
- Always present a professional appearance and attitude
- Maintain an excellent standard of customer service and maintain composure in busy times
- Act as positive role models to all Club Members
- Work as part of a team and proactively provide assistance as necessary
- Work independently and remain flexible
- Be able to lift large and often heavy boxes of supplies

Qualifications

- Must be a CBSC member
- Strong people and communication skills
- Able to work on own initiative and follow verbal and written instructions
- Ability to work well individually and in a team environment and maintain effective working relationships
- Priority preference for concession positions will be given to job applicants who have significant past involvement with CBSC

Availability

- Must have flexible availability throughout the eight weeks of the CBSC Summer programs
- Work schedules will vary within pool hours, Monday through Sunday
- Average of 20-30 hours/week. Hours will vary week to week based on program schedule and events

To apply for CBSC Concession Assistant for summer 2024, please send your application by **January 15, 2024** to: **Tanja Phillips** hiringchair@cbswimclub.ca