



MUNICIPALITY OF MIDDLESEX CENTRE

Concessionaires (Part-Time)

The Municipality of Middlesex Centre is a growing municipality of approximately 18,000 people in the County of Middlesex and located to the north and west of the City of London. The Municipality is seeking 5 qualified individual to join our Community Services Department for the position of Concessionaire.

Position Summary

Under the supervision of the Customer Service Coordinator, this position is responsible for performing a variety of duties related to the operation of the concession stand with an emphasis on food preparation, serving customers and maintaining a sanitary snack bar area. Duties also include cash handling, inventory and restocking of supplies. This position involves a variety of shifts including evenings and weekends

The successful candidate will work primarily evenings and weekends with the occasional day shift.

Minimum Qualifications

- Knowledge of cash registers and balancing of daily cash intake
- Strong mathematical skills
- Exceptional Customer Service skills
- Good communication skills
- Ability to work with minimal supervision
- Good leadership and interpersonal skills
- Food handlers course certification
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A detailed job description for the position is available on our website www.middlesexcentre.on.ca

Position salary starts at \$11.40/hr.

To apply for this position, please submit a resume outlining qualifications and experience no later than 4:00 p.m. on Friday, Sept 15th , 2017 to:

Lise Massen
Customer Service Representative
Municipality of Middlesex Centre
1 Tunks Lane, Komoka Ont N0L1R0
massen@middlesexcentre.on.ca
Fax 519-601-8122

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.



Position Synopsis and Purpose

Under the supervision of the Customer Service Coordinator, this position is responsible for performing a variety of duties related to the operation of the concession stand with an emphasis on food preparation, serving customers and maintaining a sanitary snack bar area. Duties also include cash handling, inventory and restocking of supplies. This position involves a variety of shifts including weekdays, evenings and weekends

Description	Approx. Time Spent (%)
<p>Principal Responsibilities</p> <ul style="list-style-type: none"> • Take customer orders • Receive payment for food purchases and make change if required • Maintain concession and equipment in an organized, clean manner at all times • Keep items well stocked and displayed in an appealing and organized manner • Prepare food and drink products • Deal courteously with public • Clean concession and kitchen thoroughly before leaving • Ensure that daily inventory and sales reports are accurate and complete • Prepare daily balance sheet • Complete daily concession paperwork • Other duties as assigned 	<p>80%</p> <p>20%</p>
<p>Minimum Knowledge</p> <ul style="list-style-type: none"> • Knowledge of cash registers and balancing of daily cash intake • Strong mathematical skills • Exceptional Customer Service skills • Good communication skills • Ability to work with minimal supervision • Good leadership and interpersonal skills 	

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Preferred Qualifications

Knowledge/Skill/Ability

- Knowledge of concession and food beverage equipment (set up, operation, cleaning)
 - Emergency first aid and/or CPR
 - WHMIS Trained
 - Food Handling Course
 - Minimum 16 years of age
- Successful candidates, who are new hires and/or who have not performed in this position previously will be required to provide a satisfactory criminal record check, with vulnerable sector screening, dated within the last 30 days as a condition of employment



Work Setting

Contacts

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact	Frequency	Nature of Interaction
Public	Regular	Public inquiries
Department	Frequent	Facility Operators, Lead Hand, Supervisor, Customer Service Representatives
Contractor / Consultants	N/A	N/A
Municipal Departments	N/A	N/A

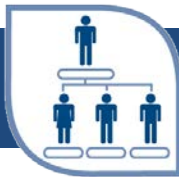
Work Conditions

This position's time will be spent predominantly at the Wellness & Recreation Complex or Ilderton Arena. Hours of work are on a rotation schedule which will include evenings and weekend work.



Corporate Values

- **Openness** – Middlesex Centre is a large and diverse community. In order to respect this diversity, constant and respectful communication between community members is necessary.
- **Cooperation** – Middlesex Centre is a growing municipality. The council and citizens must work together to ensure that their community grows into the place they want it to be.
- **Trust** – The trust between community members is what makes Middlesex centre an inclusive community. Community trust is built through sensible planning, reliable service and public engagement.
- **Respect** – The residents of Middlesex Centre come from diverse backgrounds. It is only through respect for the varied backgrounds and experiences of residents that common ground can be achieved.
- **Tradition** – As a diverse municipality, Middlesex Centre is home to many proud histories and varied traditions. The actions of community must value those existing traditions while continuing to forge new traditions moving forward.
- **Innovation** – Middlesex Centre must be a community which embraces changes. It must remain open to all ideas to become a flexible, progressive municipality which can successfully anticipate and adapt to changing conditions.



Position Classification

Position Title: Concessionaire	Division: N/A
Department: Community Services	Classification: Non Union
Branch: N.A.	Reports to (Direct): Customer Service Coordinator or Lead Hand
Position(s) Supervised Directly: None	Position(s) Supervised (Indirectly): None
Effective Date: July 20, 2017	Revision Date: July 20, 2017
Equivalency Code: N/A	Hours per week: varies