

POSITION DESCRIPTION

POSITION: Arena Snack Bar Attendant (Part-time)	
REPORTS TO: Arena Supervisor	
POSITIONS SUPERVISED:	None
DATE: July 2026	

PART 1 – DESCRIPTION OF JOB REQUIREMENTS

General Accountabilities

The successful candidate(s) will be involved in preparing and serving food, processing payments and maintaining a clean environment while adhering to all public health and safety standards. Excellent customer service in a fast-paced, high volume environment is required. Some janitorial duties may be required, especially during tournament weekends.

The following accountabilities are not listed in order of priority:

Specific Accountabilities

- Prepare and serve food, snacks, and refreshments ensuring all public health regulations are adhered to.
- Accurately enter each cash register transaction, and, count, reconcile and record daily cash for deposit.
- Routinely cleans equipment and concession area.
- Records and communications to the direct supervisor any incidents or situations that may be hazardous to the public or other employees.
- Responsible to immediately advise the staff person on duty of emergency situations or equipment breakdowns.
- Always ensures public safety by following safety procedures and eliminating hazards.
- Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy.

Position Description – Arena – Student Snack Bar Attendant

- Performs other related duties as required.

PART II – The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:

Technical Skills/Education:

- The incumbent must have good communication and public relations skills.
- The incumbent must be able to use POS machine and have basic cash counting skills.
- The incumbent must be able to work well in a fast-paced environment and be a quicker thinker.

Experience/Training:

- No experience necessary, although experience in a similar position is an asset.
- Previous customer service experience is an asset.
- Requires or must be able to obtain certification in Safe Food Handling procedures and the Health and Safety Awareness Training for workers.

Working Conditions:

- Availability to work shift work.
- Availability to work after school on weeknights during the school year, daytime and evenings on weekends, holidays and school PA days.
- Ability to stand for long periods of time.
- Pay rate: \$18.00
- A Vulnerable sector reference check must be provided if an offer of employment is provided and the candidate is over 16 years of age.
- The successful candidate must wear clean pants without rips and closed-toed shoes to work. A staff shirt will be provided.