

POSITION DESCRIPTION

POSITION: Lead Snack Bar Operator	
REPORTS TO: Arena Supervisor	
POSITIONS SUPERVISED:	5-6
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 successful candidate will help provide mentorship and supervision to the student snack bar attendants.

The following accountabilities are not listed in order of priority:

Specific Accountabilities

- Helps to train and oversee student snack bar attendants.
- Keeps track of inventory.
- 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.

Position Description – Arena – Lead Snack Bar Operator

- 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.
- 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 have good knowledge of safe kitchen procedures.
- Computer and cash handling skills are an asset.

Experience/Training:

- Previous experience in a similar role is preferred.
- 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 daytime, evening and weekend shifts.
- Ability to stand for long periods of time.
- Pay rate: \$20.65/hour
- A Vulnerable sector reference check must be provided if an offer of employment is provided.

Position Description – Arena – Lead Snack Bar Operator

- The successful candidate must wear clean pants without rips and closed-toed shoes to work. A staff shirt will be provided.