

POSITION TITLE: RecPlex Kitchen Manager – Jim Kook RecPlex

Closing Date: September 10th, 2019

Wage - \$17.00/hour

Minimum of 35 hours per week

FUNCTION:

The Town of Outlook is hiring a Kitchen Manager. This position will take part in the daily operations of the Arena Kitchen. The position will be a minimum of Thirty Hours per week and must be open for all Games and Tournaments/Competitions. Manager will report to the Facility Manager/ Recreation Director.

Qualifications

- Valid Driver's License, Criminal Record/ Vulnerable Sector Check, High Level of Organization
- Food Handling Permit, and Previous Cooking Experience will be considered an asset

Duties

- Complete daily cash and attendance reports as well as the daily operator's log
- Daily and Weekly cleaning responsibilities
- Be open for all Hockey Games, Skating Events, and Tournaments. Will also operate shortened but regular hours during the week.
- Frontline Customer Service
- Food Order Preparation
- Delegate duties for weekends that Manager is not there
- Organize and schedule workers to fill game slots
- Communicate with the public in a resourceful and respectful manner
- Carry out instructions or tasks as laid out by the recreation director

Maintenance

- Develop and implement a maintenance checklist (daily, weekly, and monthly)
- Ensure that all equipment is maintained, in working order and reflects well on the Town of Outlook.

Any interested candidates are welcomed to forward their cover letter and resume by email to:

outlookrec@sasktel.net

Jordy Jones
Director of Recreation
Town of Outlook
306-867-9555