



Job Title: Concession Manager	Reports to: Director, Finance & Administration
Applications accepted until: Open until Filled	Anticipated Start Date: ASAP
Location: Winnipeg Manitoba (River Park South)	Hours: Part-time 20 – 25 hrs/ week

Position Summary

The Dakota Community Centre has an immediate opening for a reliable, hard-working individual who is experienced in area of managing a food service operation.

The Canteen Manager is responsible for the total operation of the concession operations (Sportsplex & Fieldhouse) at Dakota Community Centre, including planning, staffing, purchasing, inventory controls, budgeting, and menu design.

Duties and Responsibilities

1. Managing all functions of the canteen/concession operations
2. Managing all canteen staff including recruitment, interviewing, hiring, orientation, training, scheduling and evaluation.
3. Tracking & submission of staff timesheets biweekly.
4. Purchasing all canteen products and supplies as required. This includes placing, receiving, unpacking, storing, inventorying, and the verification of all orders.
5. Ensuring best pricing for all inventory, as well as good and prompt service provided by suppliers.
6. Ensuring appropriate inventory controls are in place to increase profit margins.
7. Production of sales report, which includes daily sales, weekly sales and sales per item.
8. Managing the finances of the canteen, including recording daily count and balances, reviewing all invoices for accuracy and providing necessary financial records to the Finance Department.
9. Budget planning for the fiscal year.
10. Menu preparation for the operation that includes healthy food options, special tournament menus and new menu items designed to maximize sales and net profits.
11. Ensuring strategic placement of equipment to increase efficiency and flow in the canteen and improve customer service time.
12. Responsible to ensure that the canteen area and kitchen are clean and sanitary at all times and that all appliances and machines are cleaned and turned off, as appropriate at the end of the day.
13. Maintaining canteen security, inclusive of securing of cash, keys and admittance of authorized persons only in the canteen area.
14. Restocking and rotation of stock as required.

15. Adhere to proper food handling policies and regulations to prevent spoilage and contamination, as well as occupational health & safety requirements

Qualifications

The requirements listed below are representative of the knowledge, skill and ability required.

1. Experience in concession/canteen operations and/or in the food industry
2. Reliable/hard-working; pleasant, friendly and outgoing individual with excellent interpersonal skills
3. Good listening and communication skills
4. Organized and motivated self-starter, who anticipates, prepares and completes assigned or non-assigned tasks on time
5. Ability to handle multiple demands and changing priorities and time pressures.
6. Food Handler's Certificate and Child Abuse Registry Check will be required.
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Salary will commensurate with experience

Please forward resume with cover letter along with salary expectations to HR@dakotacc.com

About Dakota Community Centre Inc.

With our Mission of being *a gathering place providing excellence in sport and recreation for everyone*, Dakota Community Centre is one of the largest and most successful community centre operations in the City of Winnipeg. Serving nearly 12,000 households in South St. Vital for more than 30 years, Dakota CC offers a broad range of sport and recreation programs for catchment area members and beyond. In addition to the current *Jonathan Toews Sportsplex*, which includes a twin ice pad, gymnasium, office space and other multipurpose space, a new 60,000 sq., multipurpose Fieldhouse, with mezzanine level track and yoga studio, opened in October 2017.