



## Seeking Concession Manager for the 2023 Season

The North Shore Baseball Association (NSBA) is seeking a Concession Manager for the 2023 Season. This position reports to the NSBA President and will manage the Chris Zuehlke Memorial Park Concession, including paid and volunteer staff, during the baseball season and certain Altitude FC games.

This is a seasonal, part-time contract role which is anticipated to average approximately 15-20 hours per week, with work focused on evenings and weekends. A great opportunity for a university student or parent looking to augment income!

### **Duties Include:**

- Managing inventory
- Ordering supplies, food, beverages etc.
- Ensuring concession facilities are compliant with safety and food safe guidelines
- Ensuring equipment is maintained
- Opening and closing the concession, and scheduling paid and volunteer staff
- Coordinating with the association treasurer for payment of wages and purchases
- Managing cash process, point of sale, deposits – coordinating with NSBA Treasurer and President
- Managing schedule of concession open hours in alignment with NSBA home games and Altitude FC games

Experience in the food service industry is a plus, as well as experience in light bookkeeping. Food Safe certification required.

### **Additional Items:**

- Weekend Availability
- Monthly Financial Reporting (facilitated through Square)
- Shift Opening & Closing Duties
- Must be at least 18 years of age
- Must be able to work weeknights, weekends, and holidays
- Must be able to safely lift up to 35 lbs.
- Must be able to stand during scheduled shift, withstand repetitive walking, reaching, and bending for long periods of time

## **North Shore Baseball Association Concession Manager**

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### **Duties and Responsibilities:**

- Volunteer supervision
- Inventory Control
- Volunteer coordination and scheduling
- Support volunteers as needed
- Cash out duties
- Reset floats
- Special Event support (opening day)

### **Skills and Requirements:**

- Professional appearance
- Self-motivated, punctual and reliable
- Ability to multi-task, handle busy working environment and meet deadlines
- Valid Food Safe Certificate
- OFA Level 1 an asset
- Ability to work in a fast paced environment with professionalism
- Experience with volunteer management an asset
- Criminal record check

Interested applicants should forward their resume to:

**North Shore Baseball Association**  
Attn: Nicholas Van Dyk, President  
[president@northshorebaseball.ca](mailto:president@northshorebaseball.ca)

**Application Deadline: April 15, 2023**