

Caledonia Agricultural Society

151 Caithness Street East
Caledonia, ON N3W 1C2
Canada



Job Description – Concession Supervisor. TEMPORARY, FULL-TIME.

This job description has been designed to indicate the general nature and level of work performed by a concession supervisor. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to the job.

General Statement of Duties/ Job Objectives

The Concession Supervisor will work under the direction of the General Manager to perform tasks involved with the operation of the Riverside Eatery Scoops Ice Cream Parlour. These tasks include but are not limited to: creating and designing posters, advertisements, and other marketing materials; supervising youth employees; answering phone calls and emails; and updating social media accounts. In addition, the Concession Supervisor will assist volunteers and the General Manager with food and supply orders, scheduling, and payroll. This position is intended for individuals seeking to develop skills for a future career in business management or non-profit industries.

Qualifications:

1. Between the ages of 18 and 30 during the contract term.
2. Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
3. A valid Social Insurance Number and legal entitlement to work according to Ontario legislation and regulations.
4. Ontario Food Handler Certificate an asset.
5. First Aid/CPR certification an asset.

Duties:

1. Comply with the by-laws of the Caledonia Agricultural Society in carrying out duties.
2. Prudently respect, safeguard, and utilize the organization's resources within the budget guidelines according to current laws and regulations.
3. Act in a professional, respectful, and responsible manner at all times, including with other employees, volunteers, and the public.
4. Understand and demonstrate the proper use of safety practices.
5. Actively participate in environmental health and safety responsibility by following established policies and procedures.
6. Supervise youth employees
7. Assist with food and supply orders, employee and volunteer scheduling, and payroll.
8. Other duties as prescribed from time to time related to the operation of the Riverside Eatery Concession, as determined by the General Manager and/or the Board of Directors of the Caledonia Agricultural Society.

Physical Requirements

This is a physically demanding position which requires standing for extended periods of time, lifting heavy objects on a regular basis, and undertaking repetitive tasks.

Working Conditions

This position requires working indoors, outdoors, and in low/high heat conditions (barns and outbuildings).

Working Hours

35 hours per week. Includes paid meal breaks.

Compensation

\$18.20 per hour, plus statutory holiday pay and 4% vacation pay. Health benefits are not offered for this position.

Contract Duration

This is a temporary, full-time contract position. The contract will begin May 14th, 2025 and end no later than September 1st, 2025.