

JOB DESCRIPTION – ARENA CASHIER RECEPTIONIST

Duties:

- Answering and directing phone calls and other inquiries in a competent and friendly manner
- Processing admissions
- Maintaining the office/concession in a clean, safe, sanitary, operable and efficient manner
- Booking facilities from time to time when needed
- Preparing and selling concession and food items including operating a deep fryer and grill during sporting events
- Assisting in filing, maintaining attendance records and cash reports, and performing general office procedures
- Operating office equipment
- Stocking of concession
- Maintaining inventory control
- Related duties as assigned

Required Qualifications

The Concession/Receptionist must possess the following qualifications:

- Grade 12 education
- Minimum 1 year demonstrated cashier and switchboard experience
- Minimum 1 year experience in food and beverage hospitality or in a related customer- service focused area
- First Aid and C.P.R. certificate is a requirement
- Food Safe Level 1 certificate is a requirement
- Serving it Right certificate is a requirement
- Ability to handle cash and maintain accurate records
- Proficiency in Microsoft Office, word processing and excel
- Knowledge of office procedures and preparation of business letters and forms
- Ability to focus attention on patrons needs, remaining calm and courteous at all times
- Ability to deal with the public and staff in a professional manner
- Ability to work under pressure in a fast-paced environment
- Ability to work as a team

Job related testing may be required

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