

Concession Director

The Concession Director is responsible for all matters respecting the operation of the concessions located in the Sherwood Park Arena and the Sherwood Park Sports Centre.

These duties include:

- Coordinate concession operations within the guidelines of the County of Strathcona lease and SPKAC Policies and Procedures.
- Appoint a Treasurer to coordinate deposits, floats, preparation of Concession Credits and Individual payouts (working directly with Concession scheduling coordinator), and pays all wages and expenses related to concession. Also does financial reporting to concession director.
- Appoint a Scheduling Coordinator to schedule casual wage workers and SPKAC concession credit workers and report hours worked to Concession Treasurer
- Appoint a Concession Assistant to coordinate the ordering of supplies and maintaining stock levels
- Coordinate regular cleaning of concessions throughout the season and performs a final inspection upon completion of season with the County
- Oversee Repair and maintenance of all equipment as outlined in terms of lease and on loan by suppliers (ie. coffee machine/special coffee machines, etc.)
- In consultation with SPMHA, and County Staff coordinate the operation of the concessions for tournaments and other special events
- Responsible for the coordination of any rental agreements/sublets during the off season.