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## Food Services Coordinator - Concessions

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<b>DEPARTMENT:</b>	<b>Parks &amp; Recreation – Queen's Park Arena</b>	<b>STATUS:</b>	<b>Temporary Part-Time (One year assignment)</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE387</b>
<b>HOURS OF WORK:</b>	<b>Varies*</b>	<b>SALARY:</b>	<b>\$28.37 to \$33.24 per hour (2024 rates) + comprehensive benefits</b>

As a central hub in the Metro Vancouver area, the City of New Westminister delivers a broad spectrum of urban services to over 85,000 residents. New Westminister is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations. New Westminister Parks & Recreation Department is seeking a dynamic, outgoing and motivated Food Services Coordinator to oversee the daily food services at concession outlets and special events in City's parks and facilities. This hands-on supervisory position deeply involved in the day-to-day concession operations and provide direction, guidance and support to concession staff to achieve efficient, first-class concession services.

This work includes preparing the opening and closing of this outdoor seasonal concessions ; planning, preparing, participating in the concession and food services at special events daily operation; assist in the recruitment of Concession Workers; develop an effective staff schedule; responsible for staff training programs, supervising and participates in the work of Concession Workers engaged in preparing and selling food and beverages; manages staff performance including conduct employee appraisals; ordering, and maintaining an inventory of supplies; deliver stock to Moody Park Arena concession during the fall and winter season; coordinating the daily, weekly and monthly cleaning of the facility and food equipment; updating fast food standard cooking procedures, recipe cards, communication and operational binders; independence of judgment and action are exercised in day-to-day operations; ensures that the daily schedule of activity and established quality standards are maintained; unusual problems or policy matters are referred to a supervisor; assist in creating healthy food environments in recreation sector; collaborate with Citywide food services team on all aspect of food services; perform Citywide food services relating to concession services such as tracking food costing, consistent pricing and updating data base; recommends changes to elevate higher standards of concession services as required.

**If you have the following characteristics and qualifications, we want to hear from you:**

- Diploma in culinary arts, certification as a professional cook, or completion of education/training in a related field; plus some related experience including demonstrated experience in the areas of concession/fast food supervision or related field, and demonstrated experience in providing staff supervision; or an equivalent combination of training and experience. Experience in municipal food services operations is an asset.
- Food Safe Level 1 certification. Food Safe Level 2 certification is preferred.
- Proficient in Microsoft Office Suite, including Word and Excel.
- Valid Class 5 Driver's License and access to a personal vehicle for work purposes while at work. Ability to drive a cargo van is an asset.
- Considerable knowledge of health regulations and laws pertaining to the preparation, serving and sale of food and beverages.
- Considerable knowledge of the methods, practices, materials, procedures and equipment used in food service operations.
- Sound knowledge and ability to perform inventory control as related to the work, prices and quantity levels, sources of commodities, and food and beverages required by a food service facility.
- Sound knowledge of food preparation, meal-planning meeting the nutritional needs outlines in Canada's Food Guide and cooking techniques.
- Ability to maintain effective working relationships with staff, sales representatives and the patrons; and to employ contemporary service excellence principles.

- Ability to coordinate the operation of food service facilities and equipment.
- Ability to accurately estimate food, beverage, supplies and equipment requirements of a food service operation.
- Ability to plan, assign, supervise, train, recruit, and review the work of staff.
- Ability to prepare and maintain a variety of records related to the work.
- Ability to manage staff performance and to direct and support frontline concession workers while working independently and effectively.
- Ability to operate Point of Sale System. Experience in using tablets with Square Register app would be an asset.
- Strong time management and organizational skills.
- Ability to work in a fast paced kitchen environment, lift items, stand and walk for entire length of shift.
- Ability to operate equipment related to the work.
- Ability to perform other duties as assigned.
- The successful applicant must be able to pass and maintain a Police Information Check including Vulnerable Sector Check.

***\*You will be required to work a flexible work schedule, including evenings, weekends and statutory holidays, as required to support operational needs. From October to March, this position is scheduled for 19 hours per week and up to 37.50 hours per week, from April to September. Hours per week: From October to March: Thursday with 6-hour shift, Friday with 6-hour shift and Saturday with 7-hour shift. From April to September, Thursday to Monday 7.5-hour shift each day with Tuesday and Wednesday off.***

**Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by September 19, 2025.**

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.*

*We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.*

*This position is only open to those legally entitled to work in Canada.*