



JOB POSTING

UFV Athletics and Campus Recreation

Position Title: Ticketing & Concession Attendant (multiple positions available)

Department: UFV Athletics and Campus Recreation

Location: Abbotsford (Envision Financial Athletic Centre and/or Matsqui Recreation Centre)

Duration: Casual part-time (evenings and weekends)

Start Date: Flexible – August/September 2018 until February 2019

Wage: \$12.65 + 6% vacation pay + 4% in lieu of statutory holidays

Job Description

The Ticketing & Concession Attendant is responsible for all aspects of the ticketing/concession booth during Cascades game nights. From August until October, the Concession Attendant will assist with the set-up and operation of a temporary concession tent at Matsqui Recreation Centre for Cascades Soccer games. Beginning in October, the Attendant will work out of the ticketing/concession booth at the Envision Financial Athletic Centre for Cascades Basketball and Volleyball, and other applicable events.

Duties and Responsibilities

- Address customer comments and concerns in a friendly and positive manner
- Track ticketing and concession purchases to produce end-of-night totals for Event Coordinator
- Process cash and debit/credit payments for tickets, refreshments, and Cascade merchandise
- Produce accurate cash float and deposit, experience handling cash will be considered an asset
- Maintain inventory of merchandise and concession items, notifying Events Coordinator when stock is low
- Ensure proper food handling procedures are followed when serving customers and replenishing hot and cold food items
- Clean up ticketing/concession booth at the end of the night – sweep floors, clean countertops and popcorn machine, dispose of any garbage, etc.
- During special events, Attendant may have the opportunity to bartend for select VIP guests. Applicants with current Serving it Right certification will be given priority.
- Carry out tasks specifically given by Athletic Events Coordinator

Qualifications

Successful candidate will be a UFV student and demonstrate a high-level of professionalism, strong communication skills, assertiveness and the ability to take initiative. Individuals with experience working in a customer service-oriented role will be given priority. Serving it Right and FoodSafe certification will be considered assets. Access to a personal vehicle will be considered an asset.

How to apply

Submit one pdf document (cover letter and resume) via email to Katrina Owens, Athletic Events Coordinator at katrina.owens@ufv.ca. Reference job title in the subject line.