



LOUNGE SUPERVISOR POSITION

East Calgary Twin Arena Society (ECTAS) is a non-profit organization which operates a facility that includes twin ice rinks, a licensed restaurant and meeting rooms, located at 299 Erin Woods Drive SE.

We are seeking a team player to manage the operation of our lounge and food services area. This permanent full-time, seasonal position requires 40 hours per week during the peak operating season (September through April); and on an as-needed basis during the off-season (May through August).

RESPONSIBILITIES:

- Supervise daily operations and service in the lounge and food service area of the facility, including hands on participation in kitchen and lounge duties.
- Communicate and work with vendors/suppliers to ensure good quality and value when purchasing supplies.
- Maintain adequate stock levels in the lounge and food service area.
- Lounge/kitchen staff scheduling to meet daily/weekly/monthly requirements.
- Manage lounge/kitchen staff including hiring and training.

WORK TERM:

- Full-time seasonal (40 hours/week), September 1st – April 30th
- Flexible to work off-season schedule, May 1st – August 31st
- Participation in group Blue Cross benefits as defined

QUALIFICATIONS:

- Strong English skills, both verbal/written
- Past restaurant experience, including management of staff.
- Proficiency with MS Office applications
- Familiarity with vendor ordering and inventory management
- Work/Volunteer experience with non-profit or community associations would be an asset

Please send resume with past/current employment, education and volunteer activities, along with references to jobs@eastcalgarytwinarenas.com

We thank all applicants for their interest, however only those candidates to be interviewed will be contacted. East Calgary Twin Arena Society believes in equal opportunities and is a non-smoking environment. All positions have a screening process that includes interviews, references, security, and employment history checks.