



## Saysutshun – Newcastle Island

[www.newcastleisland.ca](http://www.newcastleisland.ca)

Island Office  
0 Newcastle Island  
Nanaimo B.C.  
250-802-0255

Head Office  
1145 Totem Road  
Nanaimo B.C., V9R 1H1  
250-741-0158

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### JOB POSTING

#### Saysutshun Concession Supervisor

**Start Date: As soon as possible**

### EXECUTIVE SUMMARY

Reporting directly to the Chief Executive Officer for Petroglyph Development Group (PDG), the Saysutshun Concession Supervisor must have widespread experience in the hospitality industry. Saysutshun – Newcastle Island is looking for a Supervisor for the Saysutshun Concession located inside the pavilion hall offering indigenous and grab and go menu items, and a Rustic and Saysutshun menu for catered events. The Supervisor will be responsible for managing and overseeing daily operations for the delivery food and beverage services on the Island.

### PRIMARY RESPONSIBILITIES

- Supervise and motivate concession team members to achieve sales revenue.
- Hire and train concession employees in their assigned job responsibilities.
- Organize concession events and ensure that each concession station is stocked and staffed.
- Conduct inventory management and control activities.
- Oversee cash management tasks and prepare cash and sales reports as needed.
- Implement and educate staff on company policies and procedures.
- Conduct performance evaluations and provide feedback for improvements.
- Deliver and motivate staff in quality customer service at all times.
- Follow and enforce federal, provincial, and local regulations.

### KEY COMPETENCIES

- Strong communication and organizational skills.
- Devoted to safety in all facets of the workplace.
- Experience in food service, culinary arts, or catering.
- Proven ability to monitor and manage cash and inventory.
- Must have Food Safe and other relevant certifications.

### DEADLINE

The deadline to submit your cover letter, resume and three references (the “Application Package”) is **April 18, 2019**. Please submit the Application Package:

- ✓ by email to [helenh@p-d-g.ca](mailto:helenh@p-d-g.ca);
- ✓ by mail to 1145 Totem Road, Nanaimo B.C. V9R 1H1 and addressed to Helen Hunt; or
- ✓ hand deliver to 1145 Totem Road, Nanaimo B.C. V9R 1H1 and addressed to Helen Hunt.

Applicants may contact the Saysutshun head office at 250-741-0158 or email [helenh@p-d-g.ca](mailto:helenh@p-d-g.ca) .

***Experience Saysutshun Today! Visit [www.newcastleisland.ca](http://www.newcastleisland.ca)***