



Employment Opportunity – Concession Attendant(s)

Competition Number: 019-2026

Position: Concession Attendant(s)

Department: Recreation and Culture

Reports To: Recreation and Culture Supervisor

Location: Carleton Place Arena

Status: Casual, as needed

Pay Band: 1

Wage Scale: \$16.60 - \$17.60 per hour (2026 Approved Wage Grids)

of Vacancies: Multiple

Hours Per Week: Scheduled as needed

Job Summary:

The Town of Carleton Place is seeking enthusiastic and reliable individuals to join our team as Concession Attendants. This is a casual role with no guaranteed hours and is ideal for those with strong customer service skills and an interest in food service.

Concession Attendants serve visitors during arena events and help maintain a clean, safe, and welcoming environment.

Key Responsibilities:

- Serve food and beverages to the public in a friendly and efficient manner.
- Prepare concession items such as popcorn, hot dogs, fries, and hot beverages.
- Handle cash and operate the point-of-sale system accurately.
- Perform daily clean-up of the concession area and equipment.
- Conduct inventory and restock as needed.
- Ensure equipment is turned off and the concession is locked after closing.

Qualifications and Requirements:

- Must be at least 15 years of age (due to fryer use).
- Experience with food service and/or cash handling is an asset.

Working Conditions

- Casual, on-call hours with no guarantee of weekly shifts.
- Fast-paced, noisy, and sometimes crowded environment.
- May involve long periods of standing and light to moderate lifting.
- Evening and weekend availability is essential.

Benefits:

- Defined benefit pension plan (OMERS)
- Employee and Family Assistance Program (EFAP)
- Telemedicine Services
- Vacation Pay

Why Join Us:

- Supportive team environment.
- Opportunity to develop food service and customer service skills.
- Flexible, part-time hours perfect for students or those seeking casual work.

Application Deadline:

Accepting applications until August 25, 2026, at 12:00pm.

How to Apply:

Please send your resume and cover letter to careers@carletonplace.ca with the competition number **(019-2026)**.

The Town of Carleton Place is an equal opportunity employer

We are committed to fostering a diverse and inclusive workplace free from discrimination. We welcome applications from individuals of all backgrounds and abilities. If you require accommodations during the recruitment process, please contact us at hr@carletonplace.ca and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.