



RESIDENTS  
ASSOCIATION

# Employment Opportunity

Concession Attendant

PART-TIME, SEASONAL, SUMMER 2025

## Serve Up Smiles This Summer – Join ABRA as a Concession Attendant!

The Auburn Bay Residents Association (ABRA) is looking for reliable, motivated, and enthusiastic individuals to join our team as Concession Attendants for the 2025 summer season (May–September). In this role, you'll provide excellent service to residents while working in a fun, fast-paced environment.

Shifts will vary throughout the summer, including weekdays, weekends, and evenings, and are weather dependent. If you enjoy engaging with people and thrive in a team setting, we'd love to have you on board!

## SPECIFIC DUTIES

Reporting to the Office Manager and the Administrative Supervisor, the Concession Attendant is responsible for the operation of the concession golf cart, providing excellent customer service, and day to day enforcement of the rules and regulations of the Auburn Bay Residents Association at the Auburn House facility.

- Provide exceptional customer service and portray a professional manner;
- Responsible for the movement and stocking of the golf cart concession;
- Sell snack and beverage items while in the park;
- Assist supervisors and leads with tracking inventory;
- Completion of daily opening and closing duties, as well as daily and weekly light maintenance tasks;
- Assist with in-park duties such as maintenance and landscaping when required;
- Enforce all Auburn Bay Residents Association rules;
- Adhere to all ABRA regulations, guidelines, policies and procedures, and safety programs at all times;
- Educate and promote water safety;
- Required to work special events;
- Other reasonable duties as required.

**Must be able to attend summer staff orientation from  
May 5-9, 2025**



RESIDENTS  
ASSOCIATION

# Employment Opportunity

## Concession Attendant

PART-TIME, SEASONAL, SUMMER 2025

### QUALIFICATIONS

- Excellent people skills;
- Excellent communication skills;
- Ability to comprehend verbal and written instructions accurately;
- Experience in a customer service role;
- Experience using a POS system is an asset;
- Attention to detail and organization skills;
- Critical thinking and problem solving skills;
- Ability to work with others and take direction;
- Ability to work independently;
- Self-starter/ability to take initiative;
- Positive attitude;
- Confident in high stress situations;
- Ability to work under pressure;
- Ability to lift up to 50lbs;
- Satisfactory criminal background check;
- CPR & First Aid Certification is an asset.
- Class 7 drivers license (mandatory), Class 5 drivers license (preferred).

If you are a hard worker, have a positive attitude, are willing to learn and take pride in a job well done we would like you to join our team!

### HOW TO APPLY

Please forward a cover letter with wage expectations and resume:

By email: [officemanager@auburnbay.org](mailto:officemanager@auburnbay.org)

By fax: **(403) 930-6456**

The position will remain open until a suitable candidate has been selected.

We thank all applicants, however only individuals selected for interviews will be contacted.

The Auburn Bay Residents Association is proud to be an equal opportunity employer. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.