

**RNC****Employment Service**

905-727-3777

*Aurora*

222 Wellington Street East, Main Floor



Job Title

**Entertainment Centre Manager****Job # 1902005**

NOC / NAICS

0513 / 713990

Date

February 1, 2019

Location

York Region  
(**Newmarket:** Leslie St / Green Lane)

Wages

Based on experience / skills

Experience  
(Yrs.)
 0-1     1-3     3-5     5+

Hours/Week

25-40 hours/week

Employment  
Type
 Perm    Temp    Seasonal  
 FT    PT
Schedule  
Availability

Days, evenings, weekends required

Benefits Available  
After Probation Period
 No    Yes:
Workplace / Physical  
Requirements

Prolonged standing / walking

**Company**

In Play Inc. is an entertainment centre established 14 years ago with three locations hosting events, birthday parties with mini-golf and more. Looking for a confident, organized and friendly individual to manage their team and ensure client satisfaction is achieved. In order for this to be the right fit for you, you must be able to confidently ensure operations are running smoothly and be the reliable right-hand for the owner.

**Position Summary / Candidate Profile**

A management opportunity working for an entertainment centre located in Newmarket. This role is responsible for ensuring customers have a great experience and an ideal candidate has previous supervisory experience.

**Job Duties**

***If you have skills in marketing/promotions, event planning, etc. there is opportunity to use those skills in this role which will increase your value to our organization***

- Maintain staff by recruiting, selecting, orienting, and training employees
- Maintaining a safe, secure, and legal work environment
- Complete scheduling, approve vacation requests and ensure that staff are on time, taking breaks, signing in correctly and approving extra hours. Stat Pay will be given according to the report from the manager.
- Advance staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; enforcing systems, policies, procedures, and productivity standards.
- Create marketing campaigns and execute them with approval from head office
- Establish strategic goals by gathering pertinent business, financial, service, and operations information; identifying and evaluating trends and options; choosing a course of action; defining objectives; evaluating outcomes.
- Accomplish financial objectives
- Maintain quality service by enforcing quality and customer service standards; analyzing and resolving quality and customer service problems; identifying trends; recommending system improvements.

- Review weekly inventory reports and submit orders to distributors
- Complete/review customer invoices prior to submitting them to head office and take corrective measures should there be any discrepancies.
- Contribute to team effort by accomplishing related results as needed
- Identify problems and issue facility maintenance reports to head office for approval
- Shopping for the store as needed
- Constant updating of POS system, closing/balancing tills, making change and bank runs

#### Requirements / Candidate Profile

- **Driver's License and personal vehicle required**
- **Police background check required**
- **Safe Food Handling required**
- **Supervisory and staff training experience**
- **Retail experience is a requirement**
- Demonstrated ability to achieve goals
- Definitely **MUST** like kids and be able to let loose and be goofy sometimes
- Confident and outgoing
- Good organization and scheduling skills
- Excellent customer service experience
- Computer and math skills
- Reliable

#### How to apply

**In Play will be at RNC for a JOB FAIR on Thursday, February 21<sup>st</sup> @ 1:30pm-3:00pm to interview for this role. Register at the Front Desk to reserve your interview !**

#### Disclaimer

*RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.*