
Employment Opportunity

Tenders are now being accepted for the position of

Concession Operator

At the Southland Co-op Centre for the 2025/2026 Season

Deadline for submission of tenders is **June 25, 2025 at 12:00pm**

Reports to: Steph VanDeSype, Recreation & Community Wellness Manager

DETAILS:

- The Tenant will have the exclusive rights to provide their service (food and beverage) within the Southland Co-op Centre. Special fundraising events not included, but may be negotiated.
- The Tenant is solely responsible for supplying all necessary food inventories to operate effectively. The Southland Co-op shall be the exclusive food service provider for the length of the Agreement. More details in contract.
- The Tenant is responsible for providing the proper staff to keep up with the demand.
- The Southland Co-op Centre is licensed; the Tenant will be responsible for serving alcohol.
- Regular maintenance and cleaning will be required in all concession areas, food prep areas and cooking surfaces. Regular cleaning of the tables and chairs will be required, as well as garbage collection.
- The Tenant is responsible for providing their own cleaning supplies.
- All complaints or concerns need to be brought to the attention of the Recreation & Community Wellness Manager/Southland Co-op Centre board within 24 hours.
- The Concession must be in operation during games, carnivals and events to best serve patrons. The Town of Assiniboia Staff will communicate the rental schedule, including any expected large bookings ie. Tournaments.
- The renter must provide a financial statement at the end of each month outlining costs and profits of the concession operation using the provided POS system.
- The renter must have a debit/credit machine available for public use.

REQUIREMENTS:

- Criminal Record Check for all employees over 18 years of age
- Valid food safety certificate
- Serve it right certificate
- The renter must provide proof of insurance of no less than \$2 Million General Liability and \$2 Million Tenants Legal Liability. In addition, the renter must add the Town of Assiniboia to the liability policy as additional insured.

EQUIPMENT SUPPLIED:

The new facility will have the following concession amenities valued in excess of \$200,000

- 2- quest deep fryers with filter system
- 1- 72" gas range with 24" fry top, 12" burners, 36" char broiler
- 1- Convection gas oven
- 1- Dishwasher
- 1- Sandwich/salad prep refrigerator
- 2- Microwave ovens
- 1- Ice maker
- 1- Under counter freezer
- 1- Walk in freezer
- 1- Walk in cooler
- 3- POS systems
- 1-100 cup commercial coffee maker with 2 carafes
- 1- 3 flavor commercial hot chocolate Machine
- 1- Commercial dough mixer

THE PROPOSAL SHALL INCLUDE,

- Lease proposal for the 2025/2026 season (September 1-April 15)
- Sample Menu
- Experience in the field
- Hours of operation
- Formal training (if applicable)
- Business Experience
- Qualifications
- Certificates relating to food handling and preparation or the plan to obtain said certificates

Town of Assiniboia
131 3rd Ave West
P.O. Box 670
Assiniboia, SK, S0H 0B0



Phone- 306-642-5007
Cell- 306-642-8900

recreation@assiniboia.net

SELECTION CRITERIA:

- Tenders will be reviewed by members of the Southland Co-op Centre advisory board, and the Recreation & Community Wellness Committee members.
- Decisions will be based on menu, pricing, concession & restaurant experience and lease proposal.
- Tenders will remain open until June 25, 2025
- The point of contact for **questions** regarding this tender is, Steph VanDeSype. Steph can be reached by email at recreation@assiniboia.net, or by phone 306.642.3600

All tenders must be dropped off at the Assiniboia Town Office, in a sealed envelope addressed to Clinton Mauthe, CAO