Union Summer Job Fair — We're hiring!

We are looking for energetic individuals to help us create Toronto's best summer market! We are hiring for a few roles. Click below to jump to the respective job description.

Site Supervisor

Site Lead

Site Crew

Greeter

About Union Summer-presented by TD

Monday June 26—Sunday August 27 2023

Union Summer-Presented by TD is an experience that welcomes everyone to enjoy the oasis at the gateway to the city. 2023's experience will include an incredible line-up of food vendors, ongoing daily free programming and events all curated to bring the best of Toronto's talent, culture and spirit to life. As the retail developer that manages the culinary, cultural and retail experience at Union, the market is part of our commitment to the City of Toronto, the building owner.

Key elements of the market will include:

- Curated independent, best-in-category food vendors
- Licensed outdoor lounge, featuring products from our exclusive alcohol sponsor, including local, craft and import beers, RTD, seltzers and more.
- Plentiful lounge spaces and an outdoor garden designed to feel like an oasis in the city
- A mix of live musicians and community artist performances
- Outdoor weekly movie nights
- Saturday night concert performances by renowned artists
- Bespoke menu items from local food creators
- Seating capacity of approximately 250 people







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SITE SUPERVISOR

The role of the Site Supervisor is far-reaching and encompasses all aspects of the Operations and Maintenance of the Union Summer market. Supervisors are the main point of contact for onsite Food Vendor operations, as well as including (but not limited to) food deliveries, propane supply, and site housekeeping. Supervisors will work alongside the Site Lead (right hand to the Supervisor) and Stage Manager to ensure the seamless flow of daily programming and Site Crew management.

- Oversee general operations of the entire site
- Communicate with Site Lead and Stage Managers to coordinate any deliveries/large gear arrivals during operational hours.
- Contacting City Ops when services are required at site, i.e.: garbage bins in Service Alley need to be emptied.
- Support and supervise Food Vendors operations on site.
    - Receive FV feedback/concerns/conflicts and report them.
    - Record FV incidents/ injuries + report them to Internal Team via daily report
    - Ensure vendors are carrying their own supplies, garbage bags, etc.
    - Ensure cleanliness of vendor spaces are being maintained.
    - Ensure fire safety is maintained in booths.
    - Coordinate daily delivery schedule with FV and Site Lead
    - Manage line flow from vendors and readjust as necessary.
    - Report any equipment/booth caused to or by the Food Vendors
- Track propane usage throughout the day
    - gatekeeper to propane, tanks only go out once paperwork has been signed off on by purchaser and supervisor.
- Oversee deliveries on site
    - Communicate with drivers, create working areas for workers, communicate delays and schedule changes to site Supervisor, keep workers on time
- Support Stage Manager with artist and programming concerns
- Delegate tasks to Site Crew through Site Lead where possible
- Support our onsite staff:
    - address any complaints or concerns coming from the staff
    - make sure Site Crew are not being ordered around by food vendors, tasks should be coming from the Site lead and all other FV requests communicated to you directly
    - make sure Site Staff are not over-exerting themselves and are protecting themselves from exhaustion, dehydration,
    - address any complaints or concerns coming from our staff as best you can
    - enforce the break schedule and check in with staff in case they need an extra time to cool down or drink some water
- Completion of Daily Report
    - Reporting an overarching run of the day. Problems/Concerns, supply issues, staff issues, general Run-of-Show, email digital copy to Internal Team EOD
    - capture site count of audience for 12:30pm and 5:30pm (rush times)
    - report any repeat issues coming from Food Vendors
    - take photos of damages, onsite fixes, peak attendance hours,

- Manage Security accordingly with concerns involving:
  - Drunk and disorderly - removal from site, is Union Security needed?
  - Alcohol being brought on site.
  - Suspicious persons
  - Elevating calls to Union Security (ie Medical emergencies, suspicious items, removal of person from property)
- Executing Site Closures and Emergency Evacuation Plan
  - Assess situation, communicate with Site Leads and Stage Manager and trigger appropriate action
  - Communicate to Social Media team to update scheduling changes so they can adjust web/social media communications
  - Implement Evacuation Plan when required (fire, public safety, power outage, inclement weather)

Does this role interest you? Please send your cover letter & resume with **Site Supervisor** in the subject line to vendorcoordinator@torontounion.ca

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SITE LEAD

The Site Lead is the Right Hand to the Site Supervisor – this role works closely with the site crew to ensure tasks get done as a team and as per expectations of the supervisor.

The cleanliness and maintenance of the site is their primary responsibility – this includes elements such as preparing the site for the public at the top of the day, closing up the site and returning resources to storage at the end of the day, ensuring the site is clean for our guests, assisting with setting up any special elements that arise (pop up dessert vendor on site, movie giveaways), etc.

You will be working in tandem with the Site Supervisor, and as such there will be some crossover that may occur when called upon (illness, running late, preoccupied with other issues.) Be prepared to field any questions from Food Vendors, Site Crew and the public. Communicate with Site Supervisor to work together on the operation of the site.

- General Maintenance on site
    - Monitor cleanliness of site and Services area.
    - Flag any damages/ wear & tear of assets (umbrellas, awnings, cushions, tables, chairs, booths)
    - Delegate Site Crew for setup and closing of site
    - Monitoring supplies and restocking. Knowledgeable of where all these live at one time.
    - Monitor all sinks onsite for overflow, leakage, tank swap outs, maintenance.
    - Communicating to Sword Security for any issues regarding drunk & disorderly removal, abuse, troublesome vagrants, capacity issues.
    - Communicating Bar or Vendor Issues to Site Supervisor (i.e Bar serving past close, vendors not providing
    - Ensure that vendors keep reefer clean and organized, that garbage bins do not overflow, that garbage drops are the right weight before vendors put them in our bin
- Communicate Food Vendor needs/concerns to Site Supervisor
    - you do not provide propane or approve transactions, all of this must happen through the Site Supervisor
    - you may be required to provide access to service alley or help transport propane tanks or to provide access to the refrigeration trailer
- Support our Site Crew
    - Make sure staff aren't overexerting themselves, and monitoring exhaustion, dehydration and providing guidance where required.
    - Address any complaints or concerns coming from staff, escalate as needed.
- Executing Closure or Emergency Evacuation Plan
    - Coordinating, with the Site Supervisor, a site closure due to inclement weather, safety or security concerns, power outages, etc.
    - Delegate Site Crew

Is this the role for you? Please send your cover letter & resume with **Site Lead** in the subject line to vendorcoordinator@torontounion.ca

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SITE CREW

You are an important part of the on the ground day-to-day operations of the event site. Under the supervision of the Site Lead, and guidance of the Site Supervisor, you will be responsible for general site housekeeping and support of our Food Vendor operations.

- Assisting Site SUPERVISOR with onsite duties as given
    - Keeping back of house clean and organized.
        - restocking cleaning supplies. Flagging low stock to Site Supervisor
        - sweeping/mopping up spills and messes
        - monitoring for leaks or power outages
        - general site maintenance
    - assisting garbage disposal
        - collecting garbage from Food Vendors
        - bring garbage to designated bins that are emptied by Station Custodians
        - monitor garbage levels and report to Site Supervisor if extra pickup required.
    - Mop down Food Vendor mats @ end of night
    - Monitor Services area
        - Swap out waste water and clean water tanks in sinks
        - check for running sinks, clogging, food garbage, general mess
    - Direct all questions and concerns to Site Supervisor

- Assisting Site LEAD with onsite duties as given
    - Emptying public garbage bins within our footprint
        - Ideally, during rush hours, walk a loop to each garbage bin to check its status and clean up food garbage in between garbage swaps
        - Flag garbage pile ups to Site Lead
    - Cleaning any food garbage on the ground or on tables with dust brooms + pans (high priority)
    - Maintaining cleanliness and order of the space
        - bussing tables
        - restoring seating areas
        - cleaning drink spills
    - There are some weekly programming events that may require your assistance
        - Handing out and collecting BINGO or TRIVIA cards
    - if you're feeling overwhelmed, contact Site Leads and they will provide assistance.
    - Answering general questions by the public – ie: washrooms, scheduling, operating hours
    - Assist in site duties as needed by Site Leads
    - Direct all other questions and concerns to Site Lead
- There may be occurrences when the site must be closed (temporarily or for the day), due to inclement weather, safety/security issues, or power outages. Assistance will be required to close and clear the site (collapsing umbrellas, removing tabletop assets, directing public to site exits)

Want to be on the site crew? Please send your cover letter & resume with **Site Crew** in the subject line to vendorcoordinator@torontounion.ca.

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GREETER

The role of the greeter is a dual role, providing first line of site for our guests entering the space while also being the Site Supervisor's eyes as people enter and interact with our site.

The Greeter will work with the Site Supervisor, monitoring the flow of patrons on as well as assisting to maintain bylaws related to our operations of a food and beverage space (alcohol can't leave site, only service animals, etc).

- Invite and welcome the public at the entrances
- Emphasizing the free programming available
- Monitoring the public entering the site to ensure our rules are being followed.
- Keeping capacity counts and relaying to Site Supervisor any concerns
- Inform the public of our programming schedule and be able to communicate upcoming events
- Assist commuters with basic directions for Union Station
- Work with Site Supervisor to monitor issues that need escalation support (medical or mental health issues of the public, intoxicated individuals needing to be cut off from the bar).
- Positive first impression for our public when coming to Union Summer

Is this the role for you? Please send your cover letter & resume with **Greeter** in the subject line to vendorcoordinator@torontounion.ca.