



JOB DESCRIPTION

JOB TITLE:	Concession Attendant	FLSA:	Non-Exempt
DEPARTMENT:	Parks & Recreation	DATE:	3/1/2020
REPORTS TO:	Parks and Recreation Director		
BARGAINING UNIT:	Non-Represented		

SUMMARY:

Concession Attendants are primarily responsible for preparing and serving food and beverages to park visitors and perform cashier duties.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Provide a positive experience to all customers through exemplary customer service.
- Take orders for food and beverages.
- Perform cash register duties including but not limited to operating the cash register, handling and counting cash, and balancing the cash registers daily transactions.
- Set up, operate, and take down concession equipment according to all sanitary and safety guidelines.
- Prepare concession items for sale, including but not limited to food, beverage, and retail items.
- Follow proper sanitation guidelines during food preparation and serving activities.
- Maintain clean surfaces and equipment.
- Maintain and organize stock and items held in storage; stock items as needed.
- Maintain simple records such as inventory.
- Demonstrate courteous and cooperative behavior when interacting with public and staff; act in a manner that promotes a harmonious and effective workplace environment.
- Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

- High school diploma, GED or equivalent education.

Required Knowledge and Skills

Knowledge of:

- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

CONCESSION ATTENDANT

Skills in:

- Providing excellent customer service.
- Following and maintaining safety standards.
- Accurately counting and handling money.
- Following verbal and written instructions.
- Following policies and procedures.
- Effective verbal and written communication.
- Using initiative and independent judgement within general policy guidelines.
- Establishing and maintaining effective working relationships with co-workers, City staff, and the public.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical recreation setting, use concession equipment, and stamina to sit or stand for extended periods of time; strength to lift and carry up to 20 pounds; Vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

While performing the duties of the job, the employee may be exposed to outside weather conditions, and rough or uneven terrain, odors, chemicals, and dust.