HUTCHINSON

A CITY ON PURPOSE.

TITLE	CONCESSIONS LEAD WORKER	2019
DEPARTMENT	PRCE	
SUPERVISED BY	RECREATION FACILITIES/OPERATIONS MANAGER, AQUATIC CENTER MANAGER, AND PART TIME RECREATION SPECIALIST/CONCESSIONS COORDINATOR	
SUMMARY	THIS IS SEASONAL WORK PROVIDING CUSTOMER SERVICE AND PREPARING AND SERVING FOOD AND BEVERAGES AND LEADING CONCESSION STAFF	

DUTIES AND RESPONSIBILITIES

1. Oversee the work and provide direction, instruction and guidance for concession workers in the absence of the Part Time Recreation Specialist/Concessions Coordinator to ensure that proper procedures are being utilized.

2. Interact with customers to make sure that they have a satisfactory experience.

3. Assist with receiving inventory, inventory count and putting away inventory when the delivery truck arrives.

4. May add or reduce staff during a shift based on swimmer attendance and concession sales.

5. Work directly with the Concession Manager to resolve any work related concerns.

6. Responds to customer food and beverage requests in a helpful, cheerful, expedient and efficient manner.

7. Prepares food and beverages according to proper procedures and serves customers according to the state and local health regulations.

8. Maintains a clean and organized concession area.

9. Monitors the concession inventory and completes regular inventory counts as requested.

10. Restocks inventory supply for concession area during and at the beginning and end of shift.

11. Operates the cash register according to proper procedures.

12. Completes daily reports accurately.

13. Provides minor custodial duties including cleaning up spills, picking up/emptying trash, and mopping floor while working in the concession area.

14. Cleans the concession area during and at the end of the shifts according to proper procedures.

15. Informs the supervisor on duty of customer concerns and equipment, maintenance, and repair requests as needed.

16. Arrives for work on time in the appropriate uniform.

17. Attends staff meetings and training sessions.

18. Performs other work as assigned by the Aquatic Center Manager and Concession Manager.

MINIMUM REQUIREMENTS

- Demonstrated ability to effectively lead co-workers.
- Ability to operate a cash register and to complete accurate concession transactions and reports.
- Ability and willingness to learn to operate and clean all concession equipment.
- Ability to serve diverse groups of customers and staff; and maintain effective working relationships with employees and with the public.
- Ability and willingness to learn effective sales techniques.
- Flexibility regarding scheduling and shift changes.
- Ability to make decisions in accordance with policies and procedures.
- Ability to physically move inventory and supply items.
- Ability to perform routine cleaning and housekeeping duties.
- Neat and clean appearance.
- Able to perform all essential position functions under the working conditions as described.
- While performing the duties of the job, the employee is regularly required to stand, talk, and hear.
- Specific vision abilities required include close vision, distant vision and peripheral vision.

DESIRED QUALIFICATIONS

- Customer contact, and customer service and cash register service experience.
- Food preparation experience.
- Supervisory experience.
- 18 years of age or older.

WORKING CONDITIONS

Seasonal temporary position. Aquatic Center is open from approximately June through August. Roberts Park is open approximately April through October. Variable hours with a rotating schedule up to 7 days per week including days, evenings, weekends and holidays. Inside work and outside work in all types of weather conditions.

Starting Pay $14.00/hour (add $.25/hour for additional duties)

CITY OF HUTCHINSON
ADDENDUM TO JOB DESCRIPTIONS 1995
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

FOR POSITIONS: Concession Positions

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and talk or hear, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally is occasionally exposed to weather related heat, wet and/or humid conditions.

The noise level in the work environment is usually moderate.

The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.