



TITLE	CONCESSIONS SUPERVISOR	2024
DEPARTMENT	PRCE	
SUPERVISED BY	RECREATION FACILITIES OPERATIONS MANAGER AND AQUATICS MANAGER	
SUMMARY	THIS IS MANAGERIAL AND SUPERVISORY WORK OPERATING THE SEASONAL CONCESSIONS FUNCTION AT THE OUTDOOR AQUATIC CENTER, ROBERTS PARK AND OTHER FACILITIES	

DESCRIPTION OF WORK

Under the general supervision of the Recreation Facilities Operations Manager and the PRCE Facilities Operations Specialist, the Concessions Manager is a working manager in the concessions areas and performs a variety of administrative and supervisory work in the operation and maintenance of the concession stands.

DUTIES AND RESPONSIBILITIES

1. Plans and organizes concession sales and stand operation.
2. Meets with vendors to discuss orders and billing.
3. Orders and stocks product inventory and reviews invoices for accuracy and for payment.
4. Maintains concession menu and prepares concession product for sale.
5. Manages cash handling, deposits, and daily accounting receipts. Performs accounting duties including balancing the cash drawer, performing daily deposits, and preparing deposit bags.
6. Maintains safe-serve food handling practices and sanitary conditions in the stand at all times. Conducts periodic in-house self-inspections of daily operations to ensure that food safety policies and procedures are followed.
7. Sells concession stand products and operates cash register.
8. Supervises, trains, and schedules concessions staff. Motivates staff to provide great customer service.
9. Works with volunteers and youth sports association groups to provide concessions for tournament events.
10. Keeps accurate records of product ordered, receipts of product purchased and delivered, accident reports, etc.
11. Performs and supervises maintenance and general housekeeping of concession stand according to Health Department Standards.
12. Uses marketing tools to promote the stand(s).
13. Designs appropriate signage for product advertisement and pricing.
14. Makes recommendations of product purchases to the Recreation Facilities Operations Manager and Aquatics Manager.
15. Completes paperwork as required (i.e. timesheet, accident reports, incident reports, etc).
16. Performs other duties as required and assigned.

QUALIFICATIONS

High school diploma or GED equivalency is required and previous food service related experience. Previous concession or food establishment management experience. Knowledge of food prep,

sanitation and hygiene and purchasing and budgeting procedures. Supervisory experience and the ability to effectively supervise and motivate staff and have positive working relationships. Knowledge of customer service policies, techniques, and objectives and excellent customer service skills. Strong oral and written communication skills. Knowledge of basic accounting practices. Ability to operate concession equipment, cash registers, and personal computer.

SPECIAL REQUIREMENT Valid driver's license

DESIRED REQUIREMENT Minnesota Certified Food Manager Certification – must possess valid certification or must be successfully obtained within 6 months of hire.

WORKING CONDITIONS

Seasonal temporary position. Aquatic Center is open 7 days per week from approximately mid-May through early September. Works varied and irregular hours up to 40 per week, including mornings, days, evenings, holidays, and weekends. On-call as needed. Inside work and outside work in all weather conditions.

Part-Time/Seasonal/Temporary Level D Position: \$19.35-\$22.40/hour

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 talk or hear, and smell, 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.

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 works in high, precarious places and is occasionally exposed to wet/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

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.