

JOB TITLE:	Concessions
DEPARTMENT:	Parks and Recreation Department
LOCATION:	Danville, IN
REPORTS TO:	Assistant Pool Manager, Pool Manager and/or Aquatics & Facilities Manager
SALARY:	\$8.25 - \$9.03 per hour
TYPE OF POSITION:	Seasonal
HOURS:	Up to 40 hours per week, nights, weekends, and holidays as needed
OVERTIME:	Yes

SUMMARY

Under direct supervision, welcomes pool guests, sells concessions, and assists in maintenance of facility

DUTIES AND RESPONSIBILITIES

Works as support staff for divisions and services of the Danville Parks and Recreation Department:

- Sell snack bar items in a pleasant, courteous manner at all times
- Charge guests in accordance with established prices
- Keep snack bar area clean, counters wiped off and concession items on shelves
- Clean concessions area and storage room, snack bar machines and equipment daily
- Keep accurate counts on snack bar items sold and inventory
- Never leave snack bar area unattended
- Assist guests with basket pick-up for their personal belongings
- Occasionally answer incoming phone calls, take messages for staff
- Prohibit loitering in front of snack bar area; listen for horseplay and loitering in dressing rooms
- Fill out closing list
- Participate in lifeguard rotation, as needed, at the top of the water slide and/or in the shallow end of the pool
- Enforce all general pool rules in a courteous manner and refer all complaints to manager; refer difficult guests to manager
- Performs other duties as assigned by the Assistant Pool Manager, Pool Manager and/or Aquatics & Facilities Manager

QUALIFICATIONS

- Must be at least 16 years of age
- Be friendly, mature, trustworthy, dependable, and responsible
- Background in handling money desirable; able to accurately make change
- Have basic mathematical skills
- Become knowledgeable in the use of a cash register
- Become knowledgeable of all fees, charges and related rules, policies, and procedures
- Able to demonstrate ability to fill out required forms
- Have a desire to help the public, good verbal communication skills and somewhat of an outgoing personality
- Be in good physical condition
- Ability to establish effective working relationships with supervisor, co-workers and assigned staff; ability to deal effectively with the public

WORK ENVIRONMENT

Required Physical Activities: Walking, standing, stooping, lifting, reaching, talking, feeling, hearing, finger dexterity, grasping, repetitive motions.

Physical Characteristics of Work: Work involves standing approximately 90% of the time, standing and/or walking approximately 5% of the time, sitting approximately 5% of the time. Requires the exertion of up to 10 pounds of force frequently, exertion of up to 25 pounds routinely, and exertion of up to 50 pounds infrequently to lift or otherwise move objects.

Vision Requirements: The minimum standard for use with those whose work deals largely the ability to read labels, directions, cash register keys, recognition of colors and completing of form.

Environmental Conditions: Work is performed in a typical swimming pool concession stand environment. The worker may be exposed to temperatures in excess of 100 degrees for more than one-hour, cleaning chemical hazards, possibly slippery walking surfaces and works near hot food cooking equipment.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform. This position will be subject to the rules, policies, and operating procedures established by the Park and Recreation Board and the Town of Danville, as they may be amended from time to time.

Signature

Date

Printed Name