

City of Moore
Concession Attendant
Job Description

Exempt: No
Department: Parks & Recreation
Reports To: Concession Supervisor
Location: Recreation Facilities
Date Prepared: January 14, 2016
Date Revised: May 05, 2016

GENERAL DESCRIPTION OF POSITION

To serve as concession worker for the Moore Parks and Recreation Department as assigned to The Station at Central Park, or other recreation facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for cash handling for concessions. This duty is performed daily, about 20% of the time.
2. Will work in the food service operation and may require answering the facility telephone. This duty is performed daily, about 25% of the time.
3. Concession operation personnel will be directly responsible for the cleanliness of the concession area and equipment. This duty is performed daily, about 15% of the time.
4. Working with patrons and customers and providing excellent service. This duty is performed daily, about 40% of the time.
5. Need to follow all food handling rules and regulations. This duty is performed daily.
6. The work schedule will be established by the Concession Supervisor. This duty is performed weekly.
7. Balance money at the end of the day. This duty is performed daily.
8. Obtain Food Handlers permit. This duty is performed annually.
9. Good attendance and punctuality is required. This duty is performed daily.
10. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
11. Assist in operations at The Station. This duty is performed as needed.

12. Confidentiality is required upon specific notification to the employee. This duty is performed daily.

13. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Minimum requirement; general educational background without high school completion, plus 0 to 6 months related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out simple multi-step instructions. Ability to deal with standardized situations with limited variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

CPR/First Aid/AED certification is required

Food handler's license

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit infrequent opportunity for decision-making of minor importance and which would only affect the operating efficiency of the individual involved to a slight degree.

MENTAL DEMAND

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING

Repetitive. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

Supervises the following departments:

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal scope readily detected in normal course of work by standard check or routine crosscheck within a single department or office. Errors resulting from inaccuracy would create minor confusion, delay or expense to correct the situation.

ACCOUNTABILITY

FREEDOM TO ACT

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Minimal impact. Job has little or no impact on the organization's end results. Job is focused on non-decision making activities or inconsequential duties.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts of little importance and usually with immediate associates only. Requires only ordinary courtesy to avoid friction in relationship incidental to working with others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, use hands to finger, handle, or feel; frequently required to walk, reach with hands and arms, talk or hear; and occasionally required to sit, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Knowledge of:

- Basic mathematical principles

Ability to:

- Perform mathematical calculations with money
- Perform accurate searches of outstanding bills or other amounts owed in assigned area
- Communicate clearly and concisely, both orally and in writing
- Respond to requests and inquiries from the general public
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Work days, nights, weekends, and some special events

Experience and Training Guidelines

Experience and training that would provide the required knowledge and abilities is as follows

Experience:

Some experience with money and food handling is desirable, but not required

Education:

Must be at least 16 years of age

License or Certificate:

CPR/First Aid/AED certification is required

Food handler's license

WORKING CONDITIONS

Environmental Conditions:

Working closely with the public

Physical Conditions;

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; operate assigned equipment; may be required to operate assigned vehicle

TASK DESCRIPTION

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to (25 lbs)

Employee must tolerate sitting at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperature

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to (25 lbs)