

# CITY OF MOORE

## Job Description

### Concession Supervisor Part-time

**Job Code:** 6613  
**Exempt:** No  
**Department:** Parks & Recreation  
**Reports To:** Recreation Center Supervisor  
**Location:** Park Facilities  
**Date Prepared:** January 14, 2016  
**Date Revised:** March 2, 2020

#### GENERAL DESCRIPTION OF POSITION

To serve as concession supervisor and manage the operations of the concessions at The Station at Central Park. Will supervise and manage the staff of the concessions for The Station at Central Park, the aquatics center and other recreation facilities.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Recruitment, training, supervision, staff schedules and assist in evaluating concession staff. This duty is performed as needed, about 5% of the time.
2. Ensure that proper records and files are kept on each staff person. This duty is performed daily, about 5% of the time.
3. Development of daily menus for concessions. Creating and keeping an inventory log, ordering of supplies and supervision of food preparation, cleaning up, and concession staff. This duty is performed daily, about 5% of the time.
4. Operate within budgeted guidelines for concession. This duty is performed monthly.
5. Responsible for cash handling for concessions. This duty is performed daily, about 10% of the time.
6. Provide great customer service at all times. This duty is performed daily, about 40% of the time.
7. Will work in the food service operation and may require answering the facility telephone. This duty is performed daily, about 20% of the time.
8. Concession operation personnel will be directly responsible for the cleanliness of the concession area and equipment. This duty is performed daily.
9. Will need to follow all food handling rules and regulations. This duty is performed daily, about 10% of the time.
10. Will assist Recreation Center Supervisor in generating a work schedule for concession staff. This duty is performed weekly, about 5% of the time.

11. Balance money at end of the day and deposit into safe. This duty is performed daily.
13. Assist in operations at The Station. This duty is performed as needed.
14. Good attendance and punctuality is required. This duty is performed daily.
15. Works in a manner that is 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.
16. Confidentiality is required upon specific notification to the employee. This duty is performed daily.
17. Perform any other related duties as required or assigned.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

### **PLANNING**

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

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

### **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

### **SUPERVISORY RESPONSIBILITIES**

Supervises a small group (1-3) of employees in a lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

## **ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

### **ANNUAL MONETARY IMPACT**

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

### **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, 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.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. 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.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

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

## **ADDITIONAL INFORMATION**

Knowledge of:

- Basic mathematical principles

Ability to:

- Perform mathematical calculations
- 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 flexible hours, including weekends, evenings and holidays as needed and special events

## **Experience and Training Guidelines**

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

### **Experience:**

Minimum of 1 year experience supervising a concessions/food service operation.  
Must have experience in handling money. Food handling experience is desirable, but not required.

### **Age and Education Requirements:**

Applicant must be at least 18 (eighteen) years of age AND be enrolled in high school (home school included) OR have earned a high school diploma or equivalent (GED).

### **License or Certificate:**

CPR/First Aid/AED certification is required  
Food handler's license is required by the first day of employment

## **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

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

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 pounds.