

City of Altoona Position Description

Title: Concession Operator
Department: Recreation
Reports to: Recreation Manager and/or Recreation Coordinator
Date: March 12, 2015

Position Summary

Under the supervision of the Recreation Manager or the Recreation Coordinator, the concession operator will work the concession stand during ball games throughout the spring/summer season. The concession operator has varied hours that usually ranges between 12-25 hours per week with typical working hours being between 4:30 p.m. -10:30 p.m.

Work Tasks

The following duties are normal for this position. The duties listed are not to be construed as all-inclusive. Other duties may be required and assigned.

- Prepare and sell food items to internal and external customers
- Counting and handling money
- Updating inventory on a daily basis
- Maintain high sanitation/hygiene expectations that will meet or exceed the Eau Claire County Health Department's standards
- Exhibit a high degree of customer service skills and positive attitude with staff and customers at all times
- Attends all required staff meetings and trainings
- Be able to report to work on time (15 minutes prior to start of game)
- Be able to follow all policies and procedures of the department as outlined in the Employee Handbook

Working Conditions

Work is completed mostly outdoors. Outdoor work may be in a variety of environmental extremes such as heat, cold, rain, wind, noise, fumes and dust.

Education

A high school diploma or G.E.D. is required.

Experience

Experience in handling money, food preparation, sanitation, and hygiene.

Licenses and Certificates

- A valid Wisconsin driver's license is required; and
- CPR/First Aid certification, preferred.

PRE-EMPLOYMENT DRUG SCREENING MAY BE REQUIRED.

The City of Altoona is an Equal Opportunity Employer. To comply with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

I have read and understand this Job Description

Signature

Date