

Concession/Admission Manager

Department:	Recreation/Aquatics
Supervisor:	Aquatic Center Supervisor/Recreation Supervisor
Wage:	\$9.50 to \$10.50 per hour
Hours:	25/40 hours per week – Monday through Friday & Weekends
Season:	May to September
Age:	18 years of age and older
Last Revised:	October 2018

Overview

Maintains and operates the concession stand as well as supervises concession workers. The Concession/Admission Manager represents the City of Marshalltown's Parks & Recreation Department in a professional and exemplary manner under all circumstances. Work involves performance of some supervisory duties.

Essential Functions and Duties

- Responsible for all product and money while concession stand is open.
- Responsible for all food preparation, making sure food is prepared according to the County Health Code (training is provided).
- Responsible for property and equipment in the concession stand and to report concerns to Recreation Supervisor.
- Responsible for all concession stand area, make sure no horse play or inappropriate behavior is occurring, be professional.
- Responsible for keeping concession stand clean (sanitized) and orderly.
- Responsible for all sales ... cash register must equal all products sold.
- Responsible for making decisions affecting yourself and the public's safety.
- Other duties as assigned

Required Knowledge, Skills and Abilities

Education, experience and skills

- Current certification in Basic CPR & First Aid with American Red Cross (Employer will train)
- Math & Organizational skills
- Ability to establish and maintain effective working relationships with employees and public.
- Ability to follow the directives of the Aquatic Center Supervisor & Recreation Supervisor
- Know how to run a cash register or the ability to learn
- Know how to run a microwave, popcorn machine, pop machines, pizza ovens and other appliances or ability to learn.
- Ability to work in a small area at a quick/fast pace & work/serve with people both youth & adult
- Ability to exercise good judgment and common sense in any given situation.
- Strong leadership, communication and organizational skills

Physical, mental and environmental requirements:

- Position requires light to medium work, exerting up to 20 to 50 pounds of force occasionally and up to 10 pounds of force constantly
- Some climbing, pulling, kneeling, stooping, crouching, feeling, standing, reaching, hearing, pushing, walking, balancing, lifting, grasping, talking, and repetitive motion is also required on a regular basis
- Visual perception range includes working at distances close to the eyes
- Must be able to follow written, oral, or diagrammatic instructions, while using several

concrete variables

- Position requires exposure to both inside and outside conditions and noise

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.