

CONCESSION OPERATOR - 3931

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs a variety of work in the daily operations of a concession stand. Handles concession monies, sells and maintains inventory of all concessions items, cleans facility, stocks and keeps daily record of sale. Work is performed under regular supervision.

This is light work requiring the exertion of 20 pounds of force occasionally, up to 10 pounds of force frequently to move objects. While performing the duties of this job, the employee is required frequently to climb, balance, stoop, kneel, crouch, crawl and reach to stock shelves and retrieve products. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Specific vision abilities required and include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee frequently works inside and outside in weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level is usually moderately loud. The work may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Must be able to complete concessions transactions with skill and accuracy (i.e. making charge, and money handling skills).

Assist with preparation and clean up prior to and following scheduled activities;

Must be able to take orders and follow directions.

Ability to read and write;

Responsible for use of telephone-incoming and outgoing calls. Concession operator dials all telephone numbers. Ability to handle unexpected emergency situations including emergency number.

Must be punctual and be dependable to work scheduled activities as needed or required.

Informs Recreation Department of injuries, fights and misunderstandings, etc.

Must be a responsible person and cannot leave concession area unattended. No one other than Recreation Personnel and/or officials will be allowed in the concession stand.

Responsible for the opening and closing of concession stand, storage area, restrooms and speaker stand along with the securing of lights, monies and equipment.

Demonstrates maturity of thought and decision making ability.

Evaluates participants' needs and interest, which can be serviced by the Department.

Keeps an accurate inventory of all concession items.

Arranges and displays concession items on shelves, racks, etc.

Must maintain a clean presentable appearance (personal hygiene) and acceptable attire as specified by event.

Maintains reasonable and predictable attendance;

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to obtain CPR, First Aid and AED. Honesty, Good Character and Dependability. Ability to follow oral and written instructions. Ability to make change and handle all monies. Knowledge of Public Relations Techniques. Ability to maintain effective working relationships with coaches, officials, Recreation Staff and the public. Ability to read and write. Leadership and maturity. Ability to be prompt and work schedule of activities as needed/required. Being able to comply with a flexible work schedule, nights and weekends required.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to completion of the tenth grade or 16 years of age.

SPECIAL REQUIREMENTS:

Driver's License valid in the State of North Carolina.