

CONCESSION STAND WORKER SWIMMING POOL

GENERAL PURPOSE. The Concession Stand Worker is a non-exempt position under FLSA who must be at least 14 years old by the time the pool opens for the season in order to be considered for hire. The employee is in this position to serve the public in the capacity of pool admissions, pass sales, answering the telephone, food preparation and sales of food and beverages. The employee should possess an ability to get along well with citizens of all ages and to respond well to supervision.

I. JOB DESCRIPTION.

DUTIES & RESPONSIBILITIES

1. Helps ensure proper rules and regulations, including safety rules, are followed by employees and swimmers, and is responsible for reporting any safety hazards to the Pool Manager, City Superintendent or City Office immediately upon discovery.
2. Responsible for maintaining appropriate receipts and sign-in books for pass holders and daily swimmers.
3. Courteously and efficiently staffs admissions window to admit paying swimmers and pass holders and to answer questions of the public.
4. Receives payments for pool admissions and concessions, enters payments into cash register and makes correct change, if applicable.
5. Answers telephone, takes accurate messages and assists the public as needed.
6. Prepares food in a safe and clean manner and maintains a high level of cleanliness and safety with food preparation equipment and dispensers.
7. Keeps the concessions area floor, counters and equipment clean and free of clutter.
8. Assists in cleaning and maintaining the pool area and bathhouse on a daily basis.
9. Notifies Pool Manager or Assistant Manager when food items and supplies are running low and assists in preparing and placing reorder.
10. Performs additional related duties as deemed necessary or as required, including potential emergency assistance as directed by Pool Manager or Assistant Manager. *However, if the employee is 14/15 years of age duties that require driving are prohibited.*

SUPERVISION RECEIVED. The Concession Stand Worker reports to the Pool Manager and Assistant Pool Manager.

II. JOB SPECIFICATIONS.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of money and ability to make change with and without cash register.
2. Ability to operate cash register and food preparation equipment and dispensers.
3. Skill in developing good working relationships with citizens and other employees and an ability to respond well to supervision.
4. Exhibit honesty and accountability in monetary transactions.

EXPERIENCE AND TRAINING

1. Experience working or interacting with a variety of age groups.
2. Formal training in First Aid is a plus, but is not required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

See the Essential Functions Table for this job position.

