



Valley View Park Concession Stand Job Description and Requirements 2013

Job Summary: Responsible for the daily duties of the concession stand including but not limited to: food preparation and handling, customer service, cash handling, inventory control, facility cleaning and upkeep.

Supervision: The Seasonal Concession Staff will report directly to the Village Administrator and/or designee.

Qualifications: Responsible, honest, courteous, good communications skills, accurate cash handling without a cash register, good work ethic and the ability to work without close supervision. Must possess a sense of pride and respect for the community. Skilled in handling and dealing with citizens of all ages. Must have reliable transportation or the ability to get between the park and village offices on a daily basis. Formal training in first aid is a plus, but is not required.

Duties and Responsibilities:

1. Light food preparation and concession product sales
2. Cash Handling, Accuracy & Accountability
3. Communication with supervisor and other staff members as required
4. Courteous and professional attitude at all times
5. Inventory Control; maintain and document inventory, restock merchandise, report to office staff when inventory is low.
6. Facility Upkeep and Cleaning; daily and continuous cleaning of concession stand and equipment and hourly inspections and cleaning of bathhouses.
7. Any other related duty as assigned by Village Administrator and/or designee.

Hours of Operation:

Valley View Park's Concession Stands normal hours of operation are Monday – Saturday, 11:00 a.m. – 4:00 p.m.; during summer months when school is not in session. Hours of operation can vary during summer months due to inclement weather and can be lengthen or decreased at Administrator's discretion. Work hours are also determined by scheduled special events and/or soccer tournament needs. Operator must be available to work evenings, holidays and weekends as scheduled and when required.

Miscellaneous:

The concession stand operator is to report to the Village Administrator before and after their scheduled shift, with the exception of Saturdays; and report any issues encountered while on duty. Documentation of sales and communicating with office staff when items and supplies are running low. Assist with cleaning and maintaining the splash pad area and bathhouse on a daily basis. Keep the concession area floor, counters, and equipment clean and free of clutter. Maintain a high level of cleanliness and safety with food preparation and handling.