



THE CITY OF NEW ALBANY
CONCESSION WORKER

STATUS: Non-Exempt

DEPARTMENT: Parks and Recreation

APPROVED BY: Mayor

DATE: 01/2015

BASIC FUNCTION

To operate a clean, safe, and organized stand, per the guidelines of the Health Department, while providing excellent customer service and a positive work environment for our employee's.

ORGANIZATIONAL RELATIONSHIPS

Reports to:
Concession Manager

Supervises:
This position has no supervisory responsibilities.

SPECIFIC DUTIES AND RESPONSIBILITIES

"" denotes an essential function of the job*

- A. *Knowledge of basic math; ability to handle money with accuracy.
- B. *Accurately take and prepare customer(s) order.
- C. *Ability to prepare food orders as required.
- D. *Maintain and keep a clean work area.
- E. *Maintain inventory and stock items as necessary.
- F. Perform other duties as assigned.

STANDARDS OF PERFORMANCE

- A. Demonstrate informative and professional assistance when working with vendors, co-workers, and the public.
- B. Display excellent verbal and written communication skills.
- C. Reliable and punctual.
- D. Professional appearance and attitude at all times.
- E. Maintain City information in a confidential manner.

MENTAL AND PHYSICAL REQUIREMENTS

- A. Ability to work as a team member.

- B. Display professional appearance, warm demeanor and positive attitude.
- C. Be a motivated self-starter.
- D. Work independently and to be accurate, efficient and organized.
- E. Manage multiple tasks simultaneously.
- F. Work under pressure with time constraints in a changing environment.
- G. Stand, walk, sit, reach with hands and arms, climb, balance, stoop, kneel, crouch or crawl frequently.
- H. Lift and/or move 5-10 pounds frequently.
- I. Lift and/or move up to 25 pounds occasionally.

WORKING ENVIRONMENT AND CONDITIONS

- A. This position requires working in the internal environment.
- B. This position requires a flexible work schedule; night and/or weekends will be required.
- C. The position involves being in an environment with recreational equipment.

EDUCATION, EXPERIENCE AND TRAINING

- A. Must be 16 years of age or older.
- B. High school diploma or G.E.D equivalent, preferred.
- C. Ability to effectively communicate both orally and in written form.
- D. A pleasant, friendly, and outgoing demeanor.
- E. Willingness to take on additional tasks as assigned.

EQUIPMENT AND TOOLS

- A. Concession stand and peripherals.