

City of Greencastle, Indiana Parks and Recreation Department

Position: **Concessions Manager**

Employment Terms: Seasonal

Department: Parks and Recreation

General Statement of Duties: Performs supervisory and skilled food preparation work overseeing the operations and maintenance of the Greencastle Aquatics Center's concession stand and performs related duties as required.

Works under the general supervision of the Parks & Recreation Director and Greencastle Aquatics Center Manager and exercises the general and technical supervision and scheduling of seasonal aquatics center concessions and staff.

- ◆ In charge of the daily operations and management of the concession stand: Staff management, food ordering and preparation, equipment maintenance, and overall aesthetic look of the picnic area enclosure of the aquatics center.
- ◆ Responsible for assisting in hiring and training, supervising, evaluating, and disciplining concessions cashiers and food prep staff.
- ◆ Plans and assigns work schedules for concessions employees and coordinating with facility manager if positions overlap with front desk help.
- ◆ Schedules, develops and leads staff in-service training. In addition, completes a training agenda, records staff attendance and maintains information reviewed during trainings.
- ◆ Completes the necessary facility reports, accident and incident reports, operational logs, daily cash reports, and other paperwork as assigned.
- ◆ Ensures every aspect of the aquatic center's concession's operation is safe by checking the equipment and maintaining them in proper working order.
- ◆ Develops an Emergency Action System (EAS) for the concession's area, addressing various program and activity needs conducted throughout the day and evening.
- ◆ Trains staff and conducts weekly drills to ensure staff awareness of EAS procedures and responsibilities.
- ◆ Evaluates existing situations and utilizes good judgment in making decisions concerning patrons and staff. Ensures the concession's stand is sufficiently staffed at all times.
- ◆ Works closely with the facility manager and promotes a spirit of friendliness and cooperation with co-workers and the community.
- ◆ Performs all other duties as assigned.

Knowledge, skills and abilities

- ◆ Ability to be bonded.
- ◆ Possess a valid ServSafe® certification through the State of Indiana.
- ◆ Possess State of Indiana Driver's License.

- ◆ Possess current American Red Cross First Aid and CPR Certifications or similar certification.
- ◆ At least one year of experience in a concessions or restaurant setting.
- ◆ Considerable knowledge of mechanical equipment, maintenance procedures and proper cleaning requirements.
- ◆ Working knowledge of preventive maintenance of concessions equipment.
- ◆ Ability to communicate effectively orally by telephone or in person, and in writing.
- ◆ Working ability to read and interpret technical manuals and blueprints and to determine solutions to a variety of maintenance and repair problems.
- ◆ Ability to prioritize work projects.
- ◆ Ability to analyze maintenance problems and determine an appropriate solution.
- ◆ Working ability to plan and give work direction to concessions staff.
- ◆ Working ability to stand, walk, sit, bend, stoop, crouch, kneel, push, pull, twist, turn, perform repetitive movements, work in confined spaces, use large motor skills, and perform manual labor for extended periods of time, sometimes under adverse weather conditions.
- ◆ Ability to operate various maintenance equipment and tools, such as power washer.
- ◆ Ability to complete other duties as assigned by supervisor.

I, _____, have read and understand the above job description, and that I agree to meet the responsibilities listed to the best of my ability.

Signed: _____ Date: _____

Witness: _____ Date: _____