

**City of Greencastle, Indiana  
Parks and Recreation Department**

Position:       **Softball Concession Stand Attendant**

Employment Terms: Seasonal

Department:   Parks and Recreation

General Statement of Duties: Collects, prepares and distributes food and drinks per concession orders, collects payment, records sales, and cleans facilities working under the general supervision of the Parks & Recreation Director and Assistant Parks & Recreation Director.

Qualifications:

- Should be at least 16 years of age due to equipment used and hours of work.
- Should have previous cash handling experience, including use of cash register.
- Knowledge and ability to operate concession equipment including: microwave, nachos and hotdog warmers, and other concession type equipment.
- CPR and First Aid Certifications preferred.

Duties and Responsibilities:

- Prepare and sell concessions to the public.
- Have knowledge of fees and charges, and their recording requirements relating to concession operations.
- Responsible for handling money in a safe and accurate manner.
- Maintains an acceptable appearance of both dress and personal hygiene.
- Stock merchandise and maintain inventory records.
- Clean and maintain the work area to appropriate facility and health department standards.
- Complete other duties as assigned by supervisor.

I, \_\_\_\_\_, have read and understand the above job description and I agree to meet the responsibilities listed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_