

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

<b>TITLE:</b>	Asst Supv, Concession Operations	<b>BAND/LEVEL:</b>	Oprs II
<b>DEPARTMENT:</b>	Parks Services	<b>JOB NO:</b>	9156
<b>DIVISION:</b>	Arboretum/Botanical Gardens	<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	Supervisor Arboretum/Botanical Gardens	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:</b>	<b>PART-TIME:</b> <u>XX</u> <b>TEMPORARY:</b> _____	<b>COST CENTER:</b>	515

**REPLACES: Asst Supv, Concession Operations**

**DATE: 3/2010**

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**JOB SUMMARY STATEMENT:**

Oversees and performs the daily operations and maintenance activities of the Garden Café. Assists in the supervision and training of part-time/temporary personnel. Waits on patrons, prepares food/beverage order, serves food, and collects fees. Maintains, orders and stocks inventory. Provides general information to the public and enforces rules.

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**DUTIES AND RESPONSIBILITIES:**

1. Oversees and performs the daily operation activities of the Garden Café. Waits on Café patrons; prepares food/beverage order; serves food; collects fees and enters information and cash into cash register. Operates and microwave oven, tabletop oven and other food preparation devices. Ensures equipment is in proper working condition.
2. Assists with the supervision, training and assigning work schedules for part-time/temporary personnel.
3. Maintains, orders and stocks inventory. Conducts quality control of perishable products.
4. Accounts for cash/charge transactions utilizing spreadsheet software. Uploads charge transactions to credit card company. Collets money from vending machines. Counts change/bills by hand and coin/bill counter.
5. Assists in cleaning of work area. Includes mopping, sweeping, dusting. Picks up debris and disposes of properly.
6. Provides general information to the public by answering questions, providing direction, and enforcing rules.
7. Assists the Arboretum Supervisor in the promotion and advertising of Garden Café, and the selection and evaluation of the Café menu.
8. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
9. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

**The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.**

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**Cost Center:** 515  
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## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

High school diploma or equivalent, or an equivalent combination of education and experience. Must possess a valid driver's license and maintain an insurable driving record.

### **EXPERIENCE:**

One year of experience in retail sales or food service industry.

### **SKILLS:**

1. Attention to detail
2. Basic math and accounting skills
3. Working knowledge of windows-based spreadsheet and word-processing software applications
4. Good written and oral communication skills
5. Time management skills
6. Human relations/interpersonal skills

### **MENTAL REQUIREMENTS:**

1. Ability to meet deadlines
2. Diplomacy and judgment
3. Ability to train and guide others
4. Ability to recognize and protect confidential information
5. Ability to prioritize multiple tasks
6. Ability to carry out assignments though oral and written instructions
7. Ability to work independently
8. Ability to work in a hectic environment with many interruptions
9. Ability to analyze and recommend possible solutions
10. Ability to learn and understand PC software applications
11. Alpha and numeric recognition
12. Ability to mentally calculate change

### **PHYSICAL REQUIREMENTS:**

1. Ability to operate food preparation equipment such as microwave, table-top oven, etc.
2. Ability to operate a cash register
3. Ability to reach, stand, crawl, bend, stoop, climb, push and pull
4. Ability to make and receive phone calls
5. Ability to identify and distinguish colors
6. Ability to distinguish smells
7. Ability to operate City vehicles, golf cart or truckster
8. Hand and eye coordination adequate to input computer and typewriter
9. Exposure to chemicals, dust and sprays in the daily cleaning of the work area
10. Ability to lift 25 lbs. and transport 20 feet
11. Ability to push/pull up to 25 lbs.
12. Excessive standing and/or walking

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Direct: part-time and temporary employees

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**