

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Concession Attendant II	BAND/LEVEL:	NE/00
DEPARTMENT:	Recreation Services	JOB NO:	9141
DIVISION:	Soccer Complex	DATE:	8/18/2015
REPORTS TO:	Supervisor, Concession Operations	FLSA STATUS:	NE
FULL-TIME:	PART-TIME: XX	TEMPORARY:	COST CENTER: 550

REPLACES: New position

DATE:

JOB SUMMARY STATEMENT:

Acts as a Concession Attendant team lead. Assists in the daily operation; cleaning, inventory control. Supports the Supervisor Soccer Complex Concessions and Asst. Supervisor to cover all necessary operating hours throughout the soccer seasons and summer. Assumes the responsibilities of the Concession Asst. Supervisor during their absence.

DUTIES AND RESPONSIBILITIES:

1. Acts as Concessions Attendant team lead. Trains new Concession Attendants, answers questions, and ensures procedures are followed.
2. Assists with daily operation of concessions, as needed. Waits on customers and takes food/beverage order. Prepares or retrieves requested food item. Operates microwave, Turbo Chef oven, beverage machine, and other food preparation devices.
3. Serves requested food/beverage item to customer, collects money, and enters information and cash into point-of-sale system. Makes change if necessary.
4. Assists in cleaning of concession area. Includes but not limited to mopping, sweeping, dusting and disposal of trash.
5. Assists with product delivery and stocking.
6. 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.
7. 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.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Completed Sophomore year of high school.

EXPERIENCE:

One year of experience as a Concession Attendant.

SKILLS:

1. Attention to detail
2. Good oral and written communication skills.
3. Basic math and accounting skills.
4. Interpersonal skills
5. Good organizational and time management skills

MENTAL REQUIREMENTS:

1. Ability to train and guide others
2. Ability to meet deadlines
3. Ability to perform basic math calculations.
4. Diplomacy and judgment
5. Ability to carry out assignments through oral and written instructions.
6. Ability to work independently
7. Ability to work in a hectic environment with many interruptions
8. Alpha and numeric recognition
9. Ability to learn and operate point-of-sale software application.

PHYSICAL REQUIREMENTS:

1. Ability to operate food preparation equipment such as microwave, beverage dispenser, hot dog machine.
2. Ability to reach, stand, crawl, bend, stoop, climb, push and pull
3. Exposure to extreme environmental conditions
4. Ability to make and receive phone calls.
5. Ability to identify and distinguish colors
6. Ability to distinguish smells
7. Excessive standing and/or walking
8. Ability to lift 25 lbs. and transport 25 feet.
9. Ability to push/pull up to 25 lbs.
10. Ability to operate golf cart
11. Ability to operate hand tools such as hammers, screwdrivers, etc.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Indirect: 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.