

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE: Concession Attendant
DEPARTMENT: Parks and Recreation
DIVISION: Soccer Complex
REPORTS TO: Supervisor, Concession Operations
FULL-TIME: _____ **PART-TIME:** _____ **TEMPORARY:** XX

BAND/LEVEL: NE/00
JOB NO: 9140
DATE: 07/26/2011
FLSA STATUS: Nonexempt
COST CENTER: 550

REPLACES: Concession Attendant

DATE: 12/2010

JOB SUMMARY STATEMENT:

Waits on customers and prepares food/beverage order. Serves food to customer, collects money and enters information and cash into point-of-sale system. Operates food preparation equipment; assists with product delivery and stocking; and the cleaning of concession operations area.

DUTIES AND RESPONSIBILITIES:

1. Waits on customers and takes food/beverage order. Prepares or retrieves requested food item. Operates microwave, Turbo Chef oven, beverage machine, hot dog machine and other food preparation devices.
2. Serves requested food/beverage item to customer, collects money, and enters information and cash into point-of-sale system. Makes change if necessary.
3. Assists with product delivery and stocking.
4. Assists in cleaning of concession area. Includes but not limited to mopping, sweeping, dusting and disposal of trash.
5. Provides general information to the public by answering questions, providing direction, and enforcing rules.
6. Collects money from vending machines. Counts changes/bills by hand and coin/bill counter.
7. 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.
8. 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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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Ninth grade education required.

EXPERIENCE:

This is an entry-level position. No previous experience is required.

SKILLS:

1. Attention to detail
2. Good communication skills.
3. Basic math skills.
4. Interpersonal skills

MENTAL REQUIREMENTS:

1. Ability to meet deadlines
2. Ability to perform basic math calculations.
3. Diplomacy and judgment
4. Ability to carry out assignments through oral and written instructions.
5. Ability to work independently
6. Ability to work in a hectic environment with many interruptions
7. Alpha and numeric recognition
8. 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 identify and distinguish colors
5. Ability to distinguish smells
6. Excessive standing and/or walking
7. Ability to lift 25 lbs. and transport 25 feet.
8. Ability to push/pull up to 25 lbs.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None.

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.