

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Supervisor, Concession Operations	BAND/LEVEL:	NE/00
DEPARTMENT:	Parks and Recreation	JOB NO:	9153
DIVISION:	Soccer Complex	DATE:	01/2010
REPORTS TO:	Supervisor, Soccer Complex Operations	FLSA STATUS:	NE
FULL-TIME: _____	PART-TIME: <u>XX</u>	TEMPORARY: _____	COST CENTER: 550

REPLACES:

DATE:

JOB SUMMARY STATEMENT:

Responsible for revenue producing operations at the Overland Park Soccer Complex, including concessions and Field House meeting room. Responsible for supervision, training, scheduling of part-time/temporary personnel and the coordination of daily concession operations. Assists in the daily operations such as cleaning, inventory control/ordering and daily monetary reconciliation. Assists Soccer Complex Supervisor in the development and operations of the Soccer Complex. Assists in budget preparation and expense tracking. Supports the Soccer Complex Manager and Supervisor to cover all necessary operating hours throughout the soccer seasons and summer.

DUTIES AND RESPONSIBILITIES:

1. Supervises, trains, assigns work schedules and assures a safe working environment for part-time and temporary personnel.
2. Attends Soccer Complex staff meetings.
3. Manages and assists in the operations of all concessions and Field House meeting room.
4. Collects and counts cash from concession operations. Reconciles daily cash report.
5. Assists the Soccer Complex Supervisor in the development of new revenue producing programs, revenue projections and goals. Reports progress towards projections and goals.
6. Maintains product inventory of concession operations and purchases supplies.
7. Coordinates concession services with tournament and league representatives to provide quality service.
8. Maintains a service-oriented environment for patrons.
9. Performs other duties as assigned.
10. 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 which interaction is required to accomplish work and employer goals.
11. 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 include 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:

Basic education with additional courses in business or accounting, or additional equivalent experience. Associate of Arts degree preferred.

EXPERIENCE:

Two years experience in retail sales, or an equivalent level of experience. Management or supervisory experience in a service oriented business or organization beneficial.

SKILLS:

1. Analytical skills
2. Attention to detail
3. Good organizational and time management skills
4. Good oral and written communication skills
5. Basic math and accounting skills
6. Good listening skills
7. Working knowledge of spreadsheet and word-processing software applications.

MENTAL REQUIREMENTS:

1. Ability to supervise and train others
2. Diplomacy and judgment
3. Ability to perform basic math and apply basic accounting principles
4. Ability to work on several projects at one time
5. Ability to work in hectic environment
6. Ability to follow verbal or written instructions
7. Ability to learn and understand PC software applications
8. Ability to prioritize work
9. Alpha and numeric recognition

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, crawl, bend, climb, push, pull
2. Ability to make and receive phone calls
3. Ability to identify and distinguish colors
4. Ability to distinguish smells
5. Ability to lift 25 lbs. and transport 25 ft.
6. Ability to push/pull up to 25 lbs.
7. Ability to operate city golf carts
8. Ability to operate various office equipment such as adding machine, personal computer, copier.

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.