



## CITY OF OVERLAND PARK - POSITION DESCRIPTION

<b>TITLE:</b>	Revenue Operations Assistant - Farmstead	<b>BAND/LEVEL:</b>	NE/00
<b>DEPARTMENT:</b>	Recreation Services	<b>JOB NO:</b>	9279
<b>DIVISION:</b>	Farmstead	<b>DATE:</b>	02/08/2018
<b>REPORTS TO:</b>	Supervisor Concession Operations	<b>FLSA STATUS:</b>	Non-Exempt
<b>FT/PT/SEASONAL:</b>	Temporary	<b>COST CENTER:</b>	531
<b>REPLACES:</b>	General Store Assistant	<b>LAST REVISED DATE:</b>	N/A

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**JOB SUMMARY STATEMENT:** Assists in the concession operations and point of sale functions, including customer service, sales, inventory control, ordering and daily monetary reconciliation. Assists in the indirect supervision and training to part-time and temporary staff.

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### DUTIES AND RESPONSIBILITIES:

#### General Duties:

1. Assists in the operation of all concession operations and point of sale including customer service and sales.
2. Assists with the supervision and training of part time/temporary staff.
3. Assists with merchandising and ordering of food and beverage product and general store merchandise.
4. Collects and counts cash from all revenue operations of the Farmstead.
5. Assists with inventory of all revenue operations.
6. Maintains a service oriented environment for patrons.
7. Maintains cleanliness of all revenue operations.
8. Assists Supervisor, Concession Operations and Assistant Supervisor, Concession Operations as needed.
9. Assists with the coordination of birthday parties and pavilion rentals.
10. Performs other duties as assigned.
11. 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 subordinates, supervisors customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employers goals.
12. 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.

## GENERAL QUALIFICATIONS

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

- Basic High school education or equivalent.
- Possession of an appropriate, valid driver's license.
- Must maintain an insurable driving record.

### EXPERIENCE:

- One year experience in sales and customer service, preferred.

### SKILLS:

- Analytical skills.
- Attention to detail.
- Good organizational and time management skills.
- Good oral and written communication skills.
- Basic math and accounting skills.
- Working knowledge of various computer software applications.
- Interpersonal skills.

### MENTAL REQUIREMENTS:

- Ability to supervise and train others.
- Ability to follow oral and written instructions.
- Ability to perform basic math and apply basic accounting principles.
- Ability to work in a hectic environment.
- Ability to learn and understand PC software applications.
- Ability to prioritize work.

### PHYSICAL REQUIREMENTS:

- Ability to reach, stand, crawl, bend, climb, push, pull, and walk for extended periods of time.
- Ability to lift 25lbs and transport 25 ft.
- Ability to operate point of sale system.
- Ability to make and receive phone calls.
- Ability to greet and assist the general public.
- Ability to operate city cars, trucks and golf carts.
- Ability to operate various office equipment such as adding machine, personal computer, copier.
- Ability to operate tractors and skid steer loader.
- Ability to visually inspect work sites and facilities.
- Excessive standing and/or walking.

### SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Indirect:
  - 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.