

City of Fenton Job Description

Job Title Recreation Associate IV – Park Concession Stand Manager
Department: Public Works
Reports to: Recreation Supervisor – Sports/Rentals
Description Date: December 2021, May 2022, June 2022
Pay Grade: Level 4 (\$18.80/\$22.56/\$26.33)
Status: Occasional or Seasonal or Flex Worker/Non-Exempt

Summary

Performs duties as assigned under the direction of the Recreation Supervisor - Sports/Rentals. This position is responsible for assisting with the overall supervision of the concession stands at Fenton City Park and/or Fenton Sports Complex, as assigned.

Essential Duties and Responsibilities include the following; however, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists the Recreation Supervisor in the overall supervision of the Fenton City Park and/or Fenton Sports Complex concession stand, including staff supervision, as assigned.
- Opens and closes the concession stand, including but not limited to ensuring the facilities are locked-up and secure after closure and daily cash receipts and funds are securely deposited.
- Provides exceptional customer service at the Fenton City Park and/or Fenton Sports Complex concession stands.
- Acts as safety lead during emergency situations.
- Prepares food in accordance with Health Dept. regulations and guidelines.
- Oversees and assists the handling of payment and is responsible for accurate count of startup and ending monies, accurate change counting, and sales transactions.
- Oversees and assists in inventory control, including weekly inventory sheets and restocking of merchandise and supplies.
- Oversees and assists in facility upkeep with continuous cleaning of concessions stands and equipment.
- Inspects concession stands for dangerous situations, objects, and equipment needing repairs or replacement.
- Promptly reports all accidents, incidents, and concerns to the Recreation Supervisor.
- Ability to work evenings and weekends.
- Other related duties as assigned.

Supervisory Duties

Assists the Recreation Supervisor in the general supervision of Park Concession Stand Attendants at Fenton City Park and/or Fenton Sports Complex. All supervisory responsibilities are performed in accordance with organizational policies and applicable laws.

Education and Experience Required

Some High School or working towards High School Diploma or equivalent. Must be able to obtain and retain a Basic First Aid and CPR/AED certification. Experience in cash handling is preferred. Requires the ability to create and maintain excellent customer service and communication. **Must be twenty-one (21) years of age or older and able to complete SMART Server Training.**

Knowledge and Abilities

Knowledge of:

- Excellent communication and customer service skills;
- Basic math skills; ability to accurately account for cash and inventory; and
- Safety and basic first aid.

Ability to:

- Work effectively with children and adults;
- Accurately and securely conduct financial transactions;
- Effectively multi-task and have organizational skills;
- Work efficiently with others;
- Work safely without presenting a direct threat to self or others; and
- Demonstrate professional public relations skills, effective interpersonal and communication skills.

Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud. The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold, and humidity.

Physical Requirements

Regularly required to stand, walk, reach and grab with hands/arms, climb or balance, and stoop, kneel, crouch, or crawl. Requires clarity of vision and three-dimensional vision. Regularly required to lift and carry up to 25 pounds; occasionally required to lift and/or move up to 50 pounds.

This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this description that are of similar kind or level.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Signature

Date