

Taylor County Board of County Commissioners
JOB TITLE: Seasonal, Part Time Concession Worker

EXEMPT (Y/N):	No	UNION (Y/N):	No
Pay Grade 110	\$8.25 per hour	WORKERS COMP:	9102
LOCATION:	Sports Complex	DEPARTMENT:	Recreation
SUPERVISOR:	Recreation Coordinator		
PREPARED BY:	Human Resources	DATE:	04/12/10
APPROVED BY:	County Administrator	Edited:	12/29/14

THIS POSITION DOES NOT TAKE TANGIBLE EMPLOYMENT ACTIONS

SUMMARY:

This position is responsible for concessions work on a seasonal/part-time/as-needed basis to provide concessions during events at the Taylor County Sports Complex. This person shall be an energetic, self starter with good communications skills who is able to work calmly in a high stress environment and possess excellent customer service skills. Food preparation and sales, inventory control, equipment usage and cleaning are some of the responsibilities required of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Concession Worker's duties and responsibilities shall generally include working Concessions during various usage of the Taylor County Sports Complex facility. Such work may extend to working directly with County Officials, personnel and Inmate work crews as well as public and private sports league representatives and various other citizen groups or individuals. Other duties more specifically include, but are not limited to the following:

- Adhere to food service safety and sanitation standards.
- Facilitate Daily Report of Event Sales and Proceeds with Concession Manager.
- Notify Concession Manager and/or Taylor County Maintenance Personnel of building, plumbing or electrical issues.
- Perform general cleaning and litter pickup in and around Concession Building and restrooms.
- Work with Concession and Admission Gate Volunteer staff.
- Work with Community Service, Trustee Works and Department of Correction inmate crews.
- Validate admission through numbered ticket sales.
- Perform daily cleaning and maintenance of concessions equipment.
- Clean and stock paper products in concession and restroom facility as needed.
- Work multiple evening and weekend hours.
- Provide excellent customer service.
- Refer all questions or problems not defined by standard practice or established procedure to immediate supervisor.
- Perform other duties and task as required and assigned.

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QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Concession Worker's must be able to work without close supervision and only with occasional guidance and check. Workers must follow standard practices in the performance of routine work and notify the Concession Manager of any event related issues such as locked doors, equipment operation, insufficient supplies, injuries and/or disturbances. In the event of an injury or disturbance, the Concession Worker and/or Manager shall notify local Law Enforcement authorities.

Concession Worker's must be able to fill out written financial and inventory reports and possess excellent customer service skills when communicating with coaches, parents and officials.

EDUCATION/EXPERIENCE:

Education is equivalent to high-school diploma or GED. Valid Florida Drivers License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to talk and to hear.
- Required to stand, walk, sit, reach with hands and arms, and stoop and kneel.
- Must be able to lift 30 lbs with frequency.
- Frequently required to lift and/or move heavy items when loading and off-loading supplies.
- Must be able to operate a motor vehicle and John-Deere Gator.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job requires working in an environment with continuous exposure to several disagreeable elements or factors; especially cold or hot conditions, with exposure to factors such as fumes, grease, dirt, etc. This may cause periods of discomfort or a noticeable risk of accident.

Concession Workers will be responsible for operation, maintenance and use of several types of food preparation equipment such as: Propane gas grill, crock pot, deep fryer, ice machine, microwave, fountain drink/CO2 system, popcorn machine, cash register and other concession related equipment not listed.

This position will work frequently with, in and around Volunteer groups, Community Service or Trustee Works and Department of Correction Inmate Crews.

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PREFERRED CRITERIA:

- One year of Food Service employment with responsibilities of preparation, equipment operation and inventory.
- Knowledge of financial techniques involved in daily sales and inventory accounting.