

Taylor County Board of County Commissioners
Title: Concessions Lead Technician,
Regular Part-Time

EXEMPT (Y/N):	No	UNION (Y/N):	No
Pay grade 160	\$10.12 per hour	WORKERS COMP:	9102
LOCATION:	Sports Complex	DEPARTMENT:	Recreation Coordinator
SUPERVISOR:	Recreation Coordinator		
PREPARED BY:	Human Resources	DATE:	11/14/14
APPROVED BY:	County Administrator	Edited:	11/14/2014

SUMMARY:

This position is responsible for concessions management on a seasonal/part-time as needed basis to oversee and coordinate all concession building usage at the Taylor County Sports Complex. The Concessions Technician shall be an energetic, self-starter with good communications skills. Must be able to work calmly in a high stress environment and possess excellent customer service skills. Food preparation, menu development, inventory control, quality control, equipment maintenance, special event planning and miscellaneous programs are some of the responsibilities required of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Concession Supervisor's duties and responsibilities shall generally include overseeing operation, maintenance and any usage of the concession buildings located at the Taylor County Sports Complex facility. Such coordination will extend to working directly with the Recreation Coordinator, County Officials, personnel and Inmate work crews as well as public and private sports league representative 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 Finance Department
- Notify Recreation Coordinator of Building, Plumbing or Electrical Issues
- Perform general cleaning and litter pickup in and around Concession Building and Restrooms
- Make trips to major retailers to purchase products on a routine basis, such as Sam's, Winn-Dixie, etc.
- Supervise, schedule and train Volunteers and Employees for concession and Admission Gate staffing
- 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
- Assist with maintaining an annual budget, ordering and inventory system
- Evening and weekend work is required
- Provide excellent customer service
- Perform other duties as required

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OTHER DUTIES:

Concessions Technician will be responsible for operation, maintenance and supervising use of food preparation equipment such as, but not limited to: Gas grill, crock pot, deep fryer, ice machine, microwave, ice machine, 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.

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.

Concessions Technician must routinely work without close supervision and receive only occasional guidance and check. Follow standard practices in the performance of routine work and address any event related issues such as locked doors, equipment operation, insufficient supplies, injuries, and disturbances. In the event of an injury or disturbance, the Concession Supervisor shall notify local Law Enforcement authorities.

Concessions Technician must be able to communicate professionally with local vendors. Must be able to fill out written financial and inventory reports and possess excellent customer service skills when communicating with coaches, parents, public and officials.

EDUCATION/EXPERIENCE:

Education equivalent to high-school education and one year experience in customer service and food industry. Concession Technician shall possess or receive ServSafe Sanitation certificate or equivalent within 6 months of beginning employment.

PREFERRED CRITERIA:

- Multiple years of Food Service employment in management level position with responsibilities of worker management and inventory
- Knowledge of financial techniques involved in daily sales and inventory accounting
- Knowledge and experience with food preparation equipment operation

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.
- Frequently required to lift and/or move 30 pound items when loading and off-loading supplies.
- Must be able to operate a motor vehicle and John-Deere Gator.

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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. Frequently in an unpleasant environment with exposure to factors such as temperature variations, fumes, grease, dirt, etc. This may cause periods of discomfort or a noticeable risk of accident.