

JOB DESCRIPTIONS POOL

Title:	Concession Attendant (Seasonal)
Department:	Recreation Operations
Accountable To:	Aquatic Supervisor/Public Works Director
Evaluated By:	Aquatic Supervisor/Public Works Director
Classification:	Safety Sensitive

SCOPE OF WORK AND FUNCTIONS:

Under general supervision, assists in the operation of facilities that require the collection of monies for admissions, programs and concessions within the Sun Valley swimming facility; and performs related work as required.

PRIMARY RESPONSIBILITIES:

1. Provides services to the public such as serving food and beverages, collections of admissions and swim lesson registration.
2. Maintain adequate stock and supply of items appropriate for the facility and job duties assigned including counting items and maintaining inventory records.
3. Collect fees, make change, prepare deposits, and submit reports of fees collected.
4. Maintain accurate class sign-up and payment records.
5. Perform routine cleaning and housekeeping, keeping concessions and other areas where work is performed and equipment is stored in a clean and orderly condition.
6. May provide information concerning use of a park or other public facility, including park rules and regulations.
7. Set-up concession or other area of responsibility for daily use and follow closing procedures for the same.
8. This employee agrees to perform the best of his/her ability any and all task tasks assigned.
9. Perform other duties assigned.

SECONDARY RESPONSIBILITIES:

Full Performance

Knowledge of:

1. The Sun Valley swimming facility and the rules and regulations pertaining to the use of park aquatic facilities.
2. Policies and procedures of the department that relate to the position.

Ability to:

1. Independently perform work assignments at the Sun Valley swimming facility location within the District sponsored events.

Entry Level

Knowledge of:

1. Basic mathematics.
2. English usage.

Ability to:

1. Perform assigned jobs at a public concession, swimming pool or other assigned location; including operating a cash register.
2. Keep maintain accurate records.
3. Perform mathematical calculations.
4. Read, write, and communicate at a level necessary to perform job assignments.
5. Communicate effectively and courteously with the public.
6. Establish and maintain effective working relationships with coworkers and the public.

MINIMUM REQUIREMENTS:

1. Three months public contact experience; OR possess a high school diploma or G.E.D. certificate.

PHYSICAL DEMANDS:

1. Vision and ability to read printed material and computer screen.
2. Hearing and speech adequate to communicate in person and over the telephone.
3. Ability to sit, stand and walk for extended periods.
4. Ability to frequently bend, stoop and kneel.
5. Ability to tolerate exposure to moisture, cleaning solvents, and chemicals.
6. Perform work indoors and outdoors in varying temperatures and weather conditions.
7. Some positions may require the ability to perform heavy physical activity.
8. Ability to lift and carry objects weighing up to 50 pounds.