

POSITION TITLE: Concession/Admission Lead Worker

SALARY: \$10.00-\$12.00 per hr

REPORTS TO: Recreation Supervisor, Parks & Recreation

BASIC FUNCTION:

The incumbent, under the general direction of the Parks & Recreation Supervisor, is responsible for coordination, supplies and supervision of the admissions and concession staff. They oversee the pool passes, event bookings and rentals for the facility. Accountability for end of the night tills and receipts.

TYPICAL DUTIES:

1. Exercise supervisory authority over admission and concession staff assigned to the Aquatics Division, make effective recommendations to the Department Supervisor regarding recruitment, employee discipline, status changes, and dismissals. Conduct timely performance evaluations on all aquatic staff.
2. Maintain a system of accountability for cash, receipts and deposits.
3. Maintain accurate records reflecting product needs and orders.
4. Assure maintenance and operations are performed according to acceptable standards, and monitor all safety and sanitary conditions.
5. Assure that aquatic facility restrooms during daily operation are maintained at an acceptable level.
6. Recommend changes and additions to Aquatic Center facility and programs.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent. Previous experience working with customer service with one year of previous supervisory experience.
2. Demonstrated knowledge of health code regulations.
3. Knowledge of basic register operations including money counting, record keeping and credit card machine.
4. Understand and can run standard concession stand equipment.
5. Demonstrated ability to communicate clearly verbally and in written communications, and possess basic word processing and spreadsheet skills utilizing a personal computer.
9. Ability to deal tactfully and courteously with the general public, civic organizations, program participants, staff members, and other governmental agencies.
10. Must have and be able to maintain a valid driver's license.
11. This position requires a criminal background investigation and a credit history background check.

RESPONSIBILITIES:

Oversee and works along side of admission and concession staff.

WORK ENVIRONMENT AND PHYSICAL EFFORT:

A recreation facility where conditions are pleasant; good, clean conditions with minor accident probability; requires short periods of moderate lifting, pushing or pulling (25-50 lbs). May have to spend a considerable amount of time in or around treated pool water with significant exposure to outside elements, including temperature extremes.