

## **Washington Park District Job Description**

### **Position: Part-time Concessions Manager**

#### **Summary:**

Under the direction of the Executive Director, the concessions manager is responsible for all areas of outfitting and operating of Park District concession stands. This includes but not limited to: hiring, training, scheduling staff, ordering supplies, preparing deposits, monitoring inventory, working during special events. Must have or be able to obtain Certified Food Manager license. Candidates must be willing to work evenings, weekends, and some holidays as our special events dictate. Hours will be around 30 hours per week during the summer. The Concessions Manager is responsible for performing the essential functions as outlined in this description. Other areas of responsibility depending on the candidate's skill set include special event programming and/or marketing. Responsibilities include the recruitment and training of staff, and management of all concessions stands.

The Concessions Manager is a part time hourly employee expected to work 30+ hours/week. General work hours take place Monday through Friday, but evening and weekend hours are expected due to the nature of the position. Main work function is April-August but work can continue through fall and winter sports as well.

#### **Education, Experience & Training**

- Must be 21 years or older
- 2 years' experience in youth sport activities
- Ability obtain Certified Food Manager license.
- First Aid and CPR preferred

#### **Immediate Supervisor:**

Executive Director

#### **Essential Duties & Responsibilities**

- Supervise and motivate concession team members to achieve sales revenue.
- Hire and train concessions employees in their assigned job responsibilities.
- Organize concession events and ensure that each concession location is stocked and staffed.
- Oversee inventory management and control activities
- Oversee cash management tasks and prepare cash and sales reports as needed.
- Educate staffs on District policies and procedures.
- Conduct performance evaluation and provide feedbacks for improvements.
- Deliver and motivate staffs in quality customer services at all times.
- Communicate with, but not limited to, staff, volunteers, participants and parents.
- Assist in training and supervision of staff.
- Participate in district wide projects and events.
- Follow and enforce federal, state and local regulations.
- Other duties as assigned.

**Physical Requirements**

Work locations include Washington Park, Oak Ridge Park and Washington Park Pool, with occasional alternate site job responsibilities. While performing the duties of this job, the employee is regularly required to walk, bend, lift, jump, turn and talk. The employee frequently is required to stand for long periods of time, kneel, reach and carry. The employee must frequently lift and/or move up to 40lbs. The employee will typically be scheduled to work a mix of nights, weekends and daytime hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities of this job.

**Cognitive Considerations**

Must have the ability to work at a fast pace; must have good communication and problem-solving skills; must demonstrate good safety awareness and sound judgement.