



## CITY OF DES PERES JOB DESCRIPTION

<b>Job Title:</b>	<b>Concession Attendant</b>
<b>Department:</b>	Parks and Recreation Department
<b>Reports To:</b>	Recreation Specialist
<b>Starting Pay:</b>	\$8.75 per hour (not to exceed 40 hours)
<b>Hiring Shifts:</b>	<b>Must be available to work weekends, 4-12 hours per week</b> Fridays 3:30-7:00 p.m., Saturdays 12-5:30 p.m., Sundays 12-4:30 p.m.

### Summary

Responsible for assisting the daily operations at the Lodge Café. Tasks include but are not limited to sales, accounting, stocking, food preparation and clean up. Responsible for following the guidelines of the Lodge Life by providing excellent customer service, empowering other team members, bringing the community together, creating experiences worth repeating, and constantly improving our services. The City of Des Peres is an Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

**Essential Duties and Responsibilities include the following. However, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Interacts with the public in a tactful, professional and friendly manner.
- Exercises good interpersonal skills by gladly assisting others to accomplish the work of the organization, even if it is outside the scope of regular duties.
- Performs public relations tasks such as answering phones and responding to inquiries from the public.
- Safe food preparation including the operation of food services equipment.
- Stock and restocking products as needed.
- Following department policies and procedures as well as guidelines established by the Health Department.
- Maintain concession areas in a clean, safe, and organized manner.
- Cleaning and maintaining all equipment.
- Operating point of sale systems.
- Following proper portion control.
- Assist in opening and closing the Lodge Café. Also completes all necessary forms or paperwork.
- Assists in inventory controls.
- Assists in conducting special events and community activities.
- Acts in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures and maintaining an excellent attendance record.
- Collects appropriate monies and fees for all sales and transactions.
- Reports any problems, suggestions, or equipment issues immediately to the direct supervisor.

## **Supervisory Duties**

None

## **Education and Experience Required**

A high school diploma or working towards a high school diploma. One-year food service experience is preferred. Hepatitis A shots or proof of having received them are **required** within thirty days of employment. First Aid and American Red Cross CPR-PR certification must be obtained within the first three months of employment.

## **Knowledge, Skills and Abilities**

Knowledge of

- Clerical practices and standards

Ability to

- Demonstrate professional public relations skills, effective interpersonal and communications skills
- Prioritize tasks
- Operate food preparation machines including but not limited to oven, microwave oven, BBQ grill, hot dog machine, slushie machine, and cheese dispenser.
- Clean and put away equipment and utensils
- Operate cash drawer
- Be trained on new techniques and jobs
- Work days, evenings and weekends a minimum of 15 hours per week

## **Language and Mathematical Skills**

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals. Ability to compute rates, ratios and percentages.

**Mental and Physical Demands described 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 meet these demands.**

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Regularly required to sit, stand, walk and reach with hands and arms lifting up to 20 pounds. Must be able to see, speak and hear.

## **Work Environment**

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud.