

## **JOB DESCRIPTION**

### **POSITION: SEASONAL CONCESSION AND GATE STAFF**

**JOB SUMMARY:** Responsible for the daily duties of the concession stand including but not limited to: food prep, customer service, cash handling, inventory control, merchandise and supply restocking and facility upkeep. Responsible for the daily duties of the gate keeper including but not limited to: customer service, cash handling, checking in coaches and other assigned duties which may include cleaning and sanitizing restrooms. Must be able to work in extreme weather including but not limited to heat, cold, rain and wind.

**SUPERVISION:** The Seasonal Concession and Gate Staff will report directly to the Bouse Sports Complex Concession Director.

**QUALIFICATIONS:** responsible, courteous, good communication skills, accurate cash handling skills, good math skills, good work ethic, ability to lift 30-50 pounds and ability to work without close supervision. Must possess a sense of pride and accomplishment with ones work.

#### **DUTIES AND RESPONSIBILITIES:**

1. Food prep and service in accordance with Health Dept. regulations and guidelines.
  - a. Correctly operating all foodservice equipment
  - b. Proper food handling procedures.
  
2. Cash handling
  - a. Accurate count of start up and ending monies.
  - b. Accurate change counting.
  - c. Accurate sales transactions.
  
3. Communicate with other staff and customers in a courteous and professional manner.
  
4. Inventory control
  - a. Complete weekly inventory sheets.
  - b. Daily restocking of merchandise.
  
5. Policy and Procedures
  - a. Adhere to Bouse Sports Complex policies and procedures.
  - b. Communicate policies and procedures with customers when needed.
  - c. Monitor what people bring into the park.
  
6. Facility Upkeep
  - a. Daily and continuous cleaning of concession stands, restrooms, common areas and equipment.
  - b. Daily trash removal from concession stands and other common areas.
  
7. Any other related duty as assigned by the Concession Director or Sports Director.

**COMPENSATION** Work hours are determined by scheduled events, leagues and programs which may decrease in the event of inclement weather. Must be available to work evenings, holidays and weekends.