



JOB DESCRIPTION

ADMISSION/CONCESSION

STAFF

POSITION: Admission/Concessions Staff
DEPARTMENT: Parks & Recreation
REPORTS TO: Pool Manager

POSITION SUMMARY:

This position is responsible for the operation of the admission window and concession stand at our swimming pool.

REQUIRED TRAINING/CERTIFICATION:

Food Handlers Certification
First Aid, CPR/AED Training
Shallow Water Guard Certification (preferred)

ADMISSION/CONCESSION JOB DESCRIPTION:

- Follow proper safety procedures in the preparation, storage, and handling of food and drinks
- Must be able to use cleaning supplies and cleaning equipment
- Must be able to lift cases of pop and concession inventory as needed
- Be able to use a POS system and accurately collect money and give change
- Maintain a clean and sanitary concession/admission area
- Safely prepare and handle food and drink according to safety guidelines
- Accurately collect money and make change for cash sales and record all transactions through the designated Point-of-Sale System
- Accurately track and account for all concession inventory sold on a daily basis
- Provide an accurate end-of-day sales report and balance sheet
- Have the ability to communicate effectively and respectfully with fellow employees and pool patrons of all ages.

ADDITIONAL INFORMATION:

May through mid-August. Up to 40 hours/week, hours may vary due to weather/workload. Must be available to work weekdays/weekends/evenings and possess required certifications. Must be at least 14 years of age. Starting pay of \$9.00/hour. A Work Permit from Iowa Workforce Development is required for anyone 15 years old and younger.