



## Job Description

### CONCESSIONS WORKER

**Department:** Parks and Recreation  
**Position Classification:** P/T Cashier  
**Civil Service Status:** Unclassified  
**Employment Status:** Part-Time  
**Reports To:** Recreation Supervisor  
**Supervises:** NA  
**Working Hours:** Varies, Weekends, Evenings

### SUMMARY

This semi-skilled work in the concession stands in the Parks and Recreation Department. An employee in this class is responsible for the performance of a variety of food service tasks at the City of North Ridgeville recreational facilities. Duties are performed under the limited direction of the Concession Stand Manager.

### MINIMUM QUALIFICATIONS

- Responsible, courteous, good communication skills, accurate cash handling skills, good work ethic and ability to work without close supervision.
- Must possess a sense of pride and accomplishment with ones work.
- The position requires stooping, lifting (up to 50 lbs.), substantial standing and walking.
- Must be able to pass a thorough background check.
- The City of North Ridgeville promotes a drug/alcohol free work environment through the use of a mandatory pre-employment drug testing.

### ESSENTIAL FUNCTIONS

- Performs any and all work necessary in operating the City of North Ridgeville recreational facilities concession stands.
- Food prep and service in accordance with Health Department Regulations and Guidelines.
- Correctly operating all food service equipment.
- Proper food handling procedures.
- Cash handling.
- Accurate count of startup and ending monies.
- Accurate change counting.
- Accurate sales transactions.
- Communicate with other staff and customers in a courteous and professional manner.
- Takes inventory of food and supplies at beginning and end of shift.
- Responsible for keeping concession stand clean; wipes counters and surfaces, sweeps and mops floor, washes and sanitizes utensils, and cleans food equipment.

#### ESSENTIAL FUNCTIONS CONTINUED

- Must be neat in appearance and in Parks and Recreation uniform while interacting with customers.
- Reports service needs to supervisor.
- Picks up litter from service area.
- Connects beverage containers as needed; checks Co2 pressure.
- Reports service needs to supervisor.
- Responds to requests for recreation information; answers questions and provides necessary information.
- Responds to complaints from citizens.
- Performs other duties as assigned.

#### EQUIPMENT OPERATED

This position requires general knowledge of food service equipment, including but not limited to: microwaves, slushy machine, refrigerators, freezers, and cash register. The primary work site is the concession stands at the City of North Ridgeville Shady Drive Complex.

#### KNOWLEDGE, SKILLS AND ABILITIES

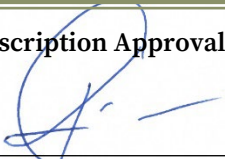
**Knowledge of:** (1) of food service operations, including the preparation and serving food and beverages, (2) of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.

**Skill in:** (1) in dealing firmly, tactfully, and courteously with the general public.

**Ability to:** (1) establishes and maintains effective working relations with city officials, fellow employees, other city employees, and the general public. (2) understand and execute oral and written directions. (3) work under the limited direction of the concession stand manager.

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**Job Description Approval:**

  
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Mayor Kevin Corcoran

February 22, 2023

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Date