

CONCESSION SUPERVISOR (SEASONAL)

PURPOSE OF JOB

Provide direct supervision and operation of concession stands at Hoover-Millraney Field, Dottie West Field, Gilley Pool and Pistole Park.

GENERAL RESPONSIBILITIES

- Supervises the overall food preparation for concession sales to include cooking, serving and preparing condiments.
- Supervises and performs daily concession stand cleaning tasks to include sweeping, mopping and cleaning grills and all other equipment.
- Supervise all concession attendants.
- Supervises, suggests, sells and serves product items to customers.
- Inventories and stocks all concession items.
- Greets customers in a friendly, polite and professional manner.
- Pickup monies for daily use and ensure proper counting and handling of money
- Prepares all daily revenue reports and secures all monies in lock boxes at the end of the business day.
- Observes and ensures that all city and department policies and regulations are followed.
- Performs other duties as assigned and needed.

JOB LOCATION

- Work may be performed indoors and outdoors in all types of
- weather conditions.

EQUIPMENT

- Employee will utilize food preparation equipment including but not limited to grills, ovens, microwave ovens, nacho cheese warmers, hot dog cookers, soft drink machines, popcorn machines and janitorial equipment. Employee must also use cash registers, calculators.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of basic custodial procedures.
- Knowledge of proper supervisory and operating procedures of a concession stand.
- Knowledge of the material and equipment used in concessions and custodial work.
- Knowledge of basic food handling safety precautions.
- Ability to prepare and sell concession items.
- Ability to cook simple food products.
- Ability to receive and account for money.
- Ability to work when scheduled and to be punctual.
- Ability to carry out routine oral and written instructions.
- Ability to communicate clearly and effectively, orally and written, with staff and the public.
- Ability to perform janitorial tasks and closing procedures.

- Ability to complete forms accurately.
- Ability to evaluate emergency situations and make appropriate decisions.
- Ability to establish and maintain working relationships with the public and other staff members.

QUALIFICATIONS

- Lift and move 50 pounds safely and properly.
- Graduate from a standard high school or GED
- Must be at least 18 years of age

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