JOB DESCRIPTION

CITY OF JOPLIN

CONCESSION COORDINATOR

TITLE: CONCESSION COORDINATOR

DEPARTMENT: PARKS & RECREATION

DESCRIPTION:

Under the supervision of the Recreation Coordinator, the Concession Coordinator is responsible for the inventory, stocking and ordering of supplies for the concession stands operated by Joplin Parks and Recreation, and Scheduling for the concessions.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability. Must maintain confidentiality.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- Purchases and restocks all items sold as needed, e.g. beverages, candy, chips, snacks, etc.
- Monitors inventory of beverages, food items, and general supplies and reports any discrepancies.
- Ensures all concession stands operated by Joplin Parks and Recreation are maintained in an orderly, clean, and sanitary condition and are following health department standards.
- Assist with cleaning of equipment and facilities.
- Train concession staff on proper procedures and protocols.
- Attend required program staff meetings and trainings.
- Adhere to proper safety precautions and dress code.
- Communicate clearly, honestly, and respectfully with all staff, participants, parents, volunteers and general public.
- Present yourself in a professional manner and treat all people with respect.
- All other duties as specified.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.
- This position does require working some evenings, weekends, and Holidays.

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CITY OF JOPLIN

CONCESSION COORDINATOR

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Ability to establish and maintain effective working relationships with school employees, City employees and the general public.

MATHEMATICAL ABILITY

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of appropriate regulations and safety procedures.

PHYSICAL REQUIRMENTS

- Requires high levels of sitting and standing; manual dexterity sufficient to operate essential job related equipment such as computers, type-writers, FAX machines, copiers, and telephones; may require color and depth perception.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.

ENVIRONMENTAL ADAPTABILITY

- Demonstrate all appropriate techniques and procedures for the activity.

GENERAL QUALIFICATIONS:

- High School or GED equivalent.
- Previous concession background preferred, but not necessary.
- Applicant must be 18 years of age or older.
- Commitment to a positive, fun and team-oriented working environment.
- Ability to work effectively with children and adults.
- Strong interpersonal and communication skills.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physi-cal exam and drug test.

Employee Name (Please Print) Date

Employee Name (Signature)

PARKS & RECREATION DEPARTMENT APPROVED:
ORDINANCE #: PAY RANGE: 620