Job Description

Job Title:	Concessions Coordinator	Classification:	Unclassified
Department:	Parks and Recreation	Grade:	620
Status:	Seasonal	FLSA:	Non-Exempt

Primary Purpose

Under general supervision; responsible for scheduling, inventory, stocking, and ordering of supplies for the concession stands operated by Joplin Parks and Recreation.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Purchases and restocks items sold as needed, e.g., beverages, candy, chips, snacks, etc.
2. Monitors inventory of beverages, food items, and general supplies; reports discrepancies.
3. Ensures concession stands operated by Joplin Parks and Recreation are maintained in an orderly, clean, and sanitary condition and comply with Health Department standards.
4. Assists with cleaning of equipment and facilities.
5. Trains concession staff on proper procedures and protocols.
6. Models appropriate behavior involving safety precautions, health standards, food handling, communications, and dress code.
7. Communicates professionally and respectfully with staff, participants, parents, volunteers, and the general public.
8. Contributes effectively to the Parks Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings, as requested.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Appropriate regulations and safety procedures; City policy and procedures for money handling and purchasing; inventory management and stocking practices.

Skill in: Strong interpersonal and communication skills; scheduling and planning for inventory deliveries; managing concession inventory; complying with health and safety standards required for concession services.

Education: High school diploma or GED equivalent required.

Experience: Previous concession background preferred, but not necessary.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Food Handler Training Certificate required or able to obtain within six months of appointment.

Physical Demands Requirements and Working Conditions

This position requires standing in work areas and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate basic kitchen equipment including kitchen knives; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification bend, stoop, kneel, reach, push, and pull when restocking concession supplies. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

Employees work in both indoor and outdoor environments with direct exposure to moderate noise levels, hazardous physical substances, hot and cold temperatures, and food preparation and kitchen equipment. Employees may interact with upset staff and/or public and private representatives.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Position works some evenings, weekends, and Holidays. Must be 18 years of age or older.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	