

## CITY OF NORTH RIDGEVILLE, OHIO

### JOB DESCRIPTION:

Title: Concessions Manager  
Position Classification: Crew Leader  
Department: Parks and Recreation  
FLSA Status: Non-Exempt  
Job Status: Seasonal, Weekend, Evenings  
Grade Number:

### GENERAL RESPONSIBILITIES:

This is seasonal semi-skilled supervisory work managing 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 Shady Drive Complex. Duties are performed under the limited direction of the Recreation Program Supervisor.

### EQUIPMENT AND JOB LOCATION:

This position requires general knowledge of food service equipment, including but not limited to: soda dispenser, microwaves, sno-cone maker, refrigerators, freezers, and cash register. The primary work sites are the concession stands at the City of North Ridgeville Shady Drive Complex.

### SPECIFIC RESPONSIBILITIES:

- Operate a food / beverage concession stand operation at Shady Drive Complex, including opening and closing for the season. The concession stands are seasonal facilities, April – August. Concession stands will be closed if games are cancelled due to inclement weather.
- Establish menu and pricing for the season. Work with vendors, preferably local vendors when costs are comparable, to order and stock food service items. Maintain and document sufficient inventory.
- Have good food / beverage presentation. Maintain up-to-date signage. Must keep a professional image at all times.
- Work within a given budget and have good record keeping.
- Maintain accurate cash handling procedures at all times.
- Keep equipment inventory and maintenance logs.
- Be present during concession stand inspections by Lorain County Health Department.
- Keep a clean and organized concession stand, including storage spaces. Maintain high sanitation / hygiene expectations that meet or exceed Lorain County Health Department standards.
- Exhibit a high degree of customer service skills and positive attitude with staff and customers at all times.
- Must be neat in appearance and in Parks and Recreation uniform while interacting with customers.
- Prepares work schedules for proper staffing of all concession stands.
- Performs various record keeping tasks; prepares various reports as necessary.
- Responsible for the soda dispensers; connects beverage containers as needed; checks Co2 pressure.
- Reports service needs to supervisor; contacts vendors for repair service as necessary.
- Responds to requests for recreation information; answers questions and provides necessary information.
- Supervises all Concession Stand Workers.
- Responds to complaints from citizens.
- Performs other duties as assigned.

## **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to establish and maintain effective working relationships with City officials, fellow employees, other City employees, and the general public.
- Thorough knowledge of federal, state, and local laws and ordinances and health department regulations, particularly those pertaining to food service.
- General knowledge of food service operations, including the preparation and serving of food and beverages.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to understand and execute oral and written directions.
- Skill in dealing firmly, tactfully, and courteously with the general public.
- Ability to work under the limited direction of the Recreation Program Supervisor.

## **STAFF:**

- Hire, instruct and train staff in food /beverage operations.
- Generate and communicate work schedules for all concession attendants and provide office (parks and recreation) with schedules in a timely fashion. Work with Park and Recreation staff to ensure concessions are open during park activities.
- Supervise and evaluate staff on a regular basis.
- Prepare payroll according to the schedule provided.

## **MINIMUM QUALIFICATIONS:**

The individual must have (at minimum) a High School Diploma, experience in food prep, sanitation and hygiene, cash handling experience, and experience in supervising and managing staff, as well as the ability to use computer software, such as MS excel. The position requires stooping, lifting (up to 50 lbs), substantial standing and walking. The City of North Ridgeville promotes a drug / alcohol free work environment through the use of a mandatory pre-employment drug testing. Must be able to pass a thorough background check.