

## CITY OF NORTH RIDGEVILLE, OHIO

### **JOB DESCRIPTION:**

Title: Concession Worker  
Position Classification: Cashier  
Department: Parks and Recreation  
FLSA Status: Non-exempt  
Job Status: Seasonal, Weekends, Evenings  
Grade Number:

### **GENERAL RESPONSIBILITIES:**

This is seasonal 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.

### **EQUIPMENT AND JOB LOCATION:**

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

### **SPECIFIC RESPONSIBILITIES:**

- 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 start up 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.
- 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.

**DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- 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.
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- Ability to work 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. The City of North Ridgeville promotes a drug / alcohol free work environment through the use of a mandatory pre-employment drug testing.