



The City Beautiful

City of Coral Gables Job Description

Job Title: Part-Time Concession Attendant **Prepared Date:** 05/2015
Department: Community Recreation **Approved By:** H/R
Classification: Part-Time
Pay grade: \$9.84
FLSA: Non-Exempt



Summary

The Part-Time Concession Attendant is under the supervision of the Recreation Specialist or designee. The Concession Attendant is responsible for ensuring customer satisfaction, cleanliness and food safety in the concession facility and to assist with lunch preparation, snack distribution and overall operation of the concession stand during regular business hours.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Operate concession facility.

Assist in the preparation and maintenance of the facility, equipment and/or materials for recreational activities, facility rentals and special events.

Receive, organize and stock food inventory daily.

Assist with food preparation on a daily basis.

Operate a Point of Sale system/cash register and perform mathematical calculations. Handling cash and performing revenue reports.

Work evenings, weekends and holidays as required.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of Community Recreation. Basic knowledge of facility rules and standards such as hours of operation, various programs and services offered at the Youth Center facility. Ability to follow all rules and regulations of the Food and Drug Administration, Florida Department of Health and the Florida Department of Agriculture. Knowledge of basic food preparation. Ability to understand and follow oral and written instructions. Ability to communicate with guests, residents and co-workers in a professional manner. Must be able to work within a team environment and follow directives. Ability to keep records and prepare accurate reports.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English.

Work is performed both indoors and outdoors. Exposure to extreme temperatures, extreme sunlight, noise, heights, dirt, dust and potentially hazardous chemicals is common. Must be able to lift, carry and/or push articles weighing up to 50 lbs. Ability to frequently stoop, bend, kneel, crouch, stand, walk, sit and reach with hands and arms.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Minimum Education and Experience

High school diploma or equivalent.

Must have *or* obtain a Food Handler's Certification through an in-house program within two (2) weeks of employment.