

Columbus Parks and Recreation Department

Position Description

Position Title: Concessions/Batting Cage Attendants
Lincoln/Clifty Concession Manager

Date: February 8, 2017

Department: Parks and Recreation

Reports to: Sports Coordinator & Director of Sports Programs

Supervises 15 - 20 Employees

Salary Range: \$10.00 - \$15.00

Summary of Functional Responsibilities:

Responsible for the smooth and efficient operation of the Lincoln and Clifty Park Concession Stands. Responsible for the hiring, training, scheduling and supervising the concession and batting cage employees.

Specific Duties of the Position:

- Hire, schedule, and supervise up to 15-20 concession and batting cage workers
- Ensure that workers attend all required training
- Work closely with Sports Coordinator to decide on concession stand menu/prices based on sales history data
- Inventory and ordering of necessary product for week day games and weekend tournaments
- Set up pre-season equipment rentals and delivery as well as handle end of season equipment return
- Work with vendors to establish regular ordering and delivery of food items during the season
- Track cleaning and behavior of staff through checklists and onsite supervision/inspection
- Ability to work evenings and weekends as needed (flexible hours to help accomplish this)
- Employee will be on-call in order to handle scheduling, concessions, and facility inquiries and emergencies
- Hours worked per week will vary depending on the time of the season (early spring/summer estimates of 15-20 hrs/week and summer/fall 20-30+ hrs/week).
- Represent the Parks & Recreation Department with the highest level of integrity and respect for the participants

Education and Experience:

- High School Diploma with four years of working experience
- Valid Indiana driver's license.
- Food Handlers Certification (optional)

Judgment:

- Work is of ordinary difficulty and complexity and is performed under general supervision.
- Independent judgement often required.

Relationships Responsibility:

- Must be able to work with customers (internal & external) to keep service at the highest standard possible.

Working Conditions:

- Exposure to more than ordinary conditions.

Classification of Job:

- This is a seasonal position with no more than 1559 hours per year and does not provide any benefits.