

VILLAGE OF PLEASANT PRAIRIE

Job Description



Division/Department:	Business/Concessions		
Location:	LakeView RecPlex		
Job Title:	Concession Stand Worker		
Reports to:	Concession Supervisor; Business Director	Salary:	\$7.10/hour
Type of position:	<input type="checkbox"/> Full-time <input type="checkbox"/> Regular Part-time <input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

JOB SUMMARY

The purpose of this part-time position is to operate the concessions within LakeView RecPlex, Pleasant Prairie IcePlex and Prairie Springs Park to the members, program participants and guest of the LakeView RecPlex and Pleasant Prairie IcePlex and the citizens of our community. Employees in this classification represent the LakeView RecPlex and Pleasant Prairie IcePlex in a professional manner.

CORE JOB RESPONSIBILITIES

1. Maintain accurate and detailed, daily cash control records and product inventory reports.
2. Must accurately oversee and reconcile a daily cash drawer, as well as daily inventory counts.
3. Must perform cash transactions on computer by ringing sales into POS cash register.
4. Conduct product sales and assist in daily operations of concession area.
5. Responsible for keeping the concession area neat, immaculate, and presentable which includes cleaning counters, sinks, refrigerator, freezer, and equipment, disposing of trash and cleaning surface areas.
6. Required to complete daily cleaning checklists in an orderly manner.
7. Demonstrate the ability to operate concessions and kitchen equipment.
8. Must follow food preparation guidelines including cross-contamination policies, proper food storage procedures and personal hygiene policies (hand washing, jewelry, hair).
9. Must be able to prepare food items on the menu.
10. Must remain knowledgeable of daily RecPlex/IcePlex operations by reading the Communication Log Book each and every day you work. This will provide new information, policies and procedures for the concession staff.
11. Be alert and attentive to surroundings and visually monitor pool and ice lobby areas.
12. Must assist members and guests with requests, questions or concerns.
13. All washable and valuable lost and found items are to be taken to the Guest Services Desk at the end of the day. NOTHING is to be taken home and for personal use.
14. Must be knowledgeable of facility schedules.
15. Must promote RecPlex/IcePlex programs through direct contact and interaction with users and guests.
16. Contact immediately the Lead Concession Worker, Concession Supervisor or IcePlex Operations Director, Facilities Director or Manager on Duty if there is any customer related problems or facility maintenance issues that you are not qualified to handle alone.
17. Must be knowledgeable of Emergency procedures and to respond to all accidents and incidents immediately and in a professional manner including appropriate first aid and emergency care when an accident occurs.
18. Participate in ongoing training provided by the LakeView RecPlex management.
19. Perform related work and special projects as assigned including birthday parties, administrative projects, etc.
20. Ability to verbally communicate effectively; work well with, enthusiastically and effectively with, RecPlex/IcePlex supervisors and co-workers to achieve department and Village goals.
21. Concession workers are not to talk or visit with friends while on duty.
22. No reading, eating, chewing gum or tobacco products are allowed while on duty.
23. All drinks, except water, must be in a closed, opaque, plastic container.

EDUCATION/CERTIFICATION REQUIREMENTS

- Must be at least 16 years of age.
- First Aid, CPR, and AED Certification Cash handling & inventory control.
- Cash register experience required.
- Prior experience in a food preparation environment experience desired.

JOB REQUIREMENTS/WORK ENVIRONMENT

- Uniform will be worn at all times while on duty and will clean and in good condition (no holes).
- While on break, uniform may not be worn in the public view in other parts of the building (i.e. watching TV and working out).
- Shoes must be worn in all parts of the building, other than the pool area and locker rooms, at all times.
- No visible body piercing or tattoos.
- Must have a high degree of personal cleanliness.
- Work is performed near an indoor pool environment with exposure to warm temperatures and heavy humidity, slippery surfaces, water conditions and pool chemicals and near an ice arena under similar conditions.
- The work requires long periods of attentiveness, standing, sitting, pulling, pushing, reaching, carrying, cleaning, visual monitoring, verbal and written communication, hearing, moving about concession area, moderate lifting (15-50 lbs), intensive public contact working with hot kitchen equipment, and exposure to stressful and emergency situations.
- Hours will be set by the Concession Manager or IcePlex Operations Coordinator and may vary with some evening and one weekend per month at a minimum is required.

VILLAGE OF PLEASANT PRAIRIE IS AN EQUAL OPPORTUNITY EMPLOYER