



**GREENFIELD**  
PARKS &  
RECREATION

**POSITION:** Concession/Admissions Manager  
**DEPARTMENT:** Parks and Recreation  
**REPORTS TO:** Assistant Parks Director  
**WORK SCHEDULE:** Sunday-Saturday - 12 PM-7 PM - Hours before 12 PM after 7 PM for facility rentals/splash pad operation (hours and days vary within facility operation hours) April-September

**DATE WRITTEN:** February 2022      **STATUS:** Seasonal  
**DATE REVISED:**                      **STATUS:** Non-Exempt

**To perform this position successfully, an individual must be able to perform each duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Incumbent serves as Concessions/ Admissions Manager for the City of Greenfield Parks and Recreation Department for the Kathy Dowling Aquatics Center. Incumbent works under Assistant Parks Director and is responsible for maintaining existing pool concessions stand, admissions window and splash pad facilities held within The Kathy Dowling Aquatics Center.

**DUTIES:**

Performs various managerial functions related to the operation of the pools concessions admissions and splash pad areas and oversees all day-today operations including training.

Facilitates efficient customer service within these areas and provides guidance to staff in relation to providing great customer service.

Works with Assistant Manager to create staff schedules.

Works with Assistant Manager to determine concessions menu and pricing for the season.

Purchase all food and non-perishable items. Work with all vendors.

Manage all Health Department aspects and requirements.

Train Assistant Manager and all staff in proper food preparation to ensure quality at all times.

In conjunction with Assistant Manager close facilities at end of each shift, perform end of shift cash handling procedures. Ensure control is maintained in preparing cash deposits. Prepare all reports for Greenfield Parks and Recreation regarding operations, expenses and income and maintenance requests.

Ensure all concession areas have proper displays and merchandise.

Work closely with Assistant Parks Director in regards to banking needs for operation.

Working with Assistant Parks Director, manage, evaluate, reward and reprimand staff as required.

Maintain clean work area.

Work with Assistant Parks Director and Assistant Manager regarding inventory requests.

Oversee all weather alert procedures.

Ensure all managed restroom facilities are properly maintained and attended to. Supervise all janitorial duties and policing of debris.

Must be available to assist in special events and programs throughout the year. This can include, but is not limited to summer concerts, movies, Trunk or Treat, Turkey Day 5K, winter activities, etc.

Perform all other duties as assigned.

**JOB REQUIRMENTS:**

Prefer a candidate with a college/university degree in a related field, or previous food service experience. Knowledge of leadership techniques is preferred.

Exceptional customer service and interpersonal skills.

Prefer proficiency in the use of a cash register/calculator and cash transactions.

Ability to work under pressure with constant interruptions and to work on more than one task at a time.

Ability to be self-motivated and to adhere to all City policies and procedures.

Able to enforce all facility rules and policies in a firm, consistent manner.

**DIFFICULTY OF WORK:**

Incumbent's duties are somewhat broad in scope. Duties include being involved with many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in identifying community reaction needs, planning and coordinating appropriate program activities, special events, and supervising and directing personnel.

**RESPONSIBILITY:**

Incumbent performs according to standard practice of the professional field. Incumbent receives general supervision and discusses with Assistant Parks Director unusual/unprecedented situations. Incumbent's work is reviewed primarily for attainment of program objectives and effect on department goals and objectives.

**PERSONAL WORK RELATIONSHIPS:**

Incumbents maintains frequent contact with co-workers, other City departments, other recreation organizations, program participants, local school corporation, national associations, and the public for purpose of exchanging information, explaining/interpreting policies and procedures, coordinating program activities, and supervising and directing personnel.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard pool environment, at a service counter, and outdoors involving sitting and walking at will, lifting/carrying objects weighing less than 50 pounds, close vision, keyboarding, and hearing sounds/communication.

**Qualifications:**

Education - A minimum of a High School diploma or equivalent documentation of a GED.

**APPLICATION/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Concessions/ Admissions Manager for the City of Greenfield Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and comply with all job duties, requirements and responsibilities contained herein.

Is there anything that would keep you from meeting the job duties and requirements as outline?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date