



GREENFIELD
PARKS &
RECREATION

POSITION: Concessions/Admissions Attendant
DEPARTMENT: Parks and Recreation
REPORTS TO: Concessions/Admissions Manager & Assistant
Manager & Parks Assistant Director
WORK SCHEDULE: Sunday-Saturday – 12 PM-7 PM - Hours after 7 P
for facility rentals (hours and days vary within
facility operation hours)

DATE WRITTEN: February 2022
REVISED: October 2024

STATUS: Seasonal
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 Attendant for the City of Greenfield Parks and Recreation Department for the Kathy Dowling Aquatics Center. Incumbent works under Concessions/Admissions Manager and Assistant manager and 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:

- Work with the production of all menu items.
- Help in keeping all cleanliness and sanitation of Concessions/Admissions and Splash pad areas.
- Able to deliver high quality customer service.
- Effectively operate all Point Of Sale equipment and able to handle cash. Any major discrepancy should be made aware to the Concessions/Admissions Manager.
- Ensure that high food quality is served to patrons.
- Follow best food preparation practices. Check food for temperature, presentation, taste and quality (freshness).
- Coordinate with the Manager in organizing all areas to ensure readiness to open on time.
- Follow detailed cleaning at the end of each day for all areas.
- Provide prompt, courteous, service with accuracy when perform cashier duties.
- Works within a crowded, hectic swimming pool environment.

- Balances the cash drawer daily and takes appropriate steps to correct errors. Files all receipts and documents missing numerical receipts. Prepares daily cash reports.
- Document any incidents and turn in the documentation to the Manager.
- Performs park/facility maintenance and policing debris. Enforcement of all Parks Department facilities regulations and policies is a must.

REQUIREMENTS/QUALIFICATIONS:

- Education – Proof of High School attendance or a High School diploma or equivalent documentation of a GED.
- Must be at least 15 years of age.
- A high degree of customer contact requires strong verbal abilities and the ability to read at a high school level.
- Punctuality and regular attendance are essential functions of this position. This is a seasonal based position, which carries no formal employee benefits.
- Previous concession stand experience is preferred. A combination of education, experience and training may be applied.
- Exceptional customer service and interpersonal skills. Proficient in the use of a 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.
- 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.
- Other duties as assigned.

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 Concessions/Admissions Manager and/or 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.

APPLICATION/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Concessions/Admissions Attendant 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