

CITY OF FREMONT

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Concessions Worker	Position Title:	Concessions Worker
Class Number:		Employee Name:	
Dept./Division:	Parks and Recreation Department	Civil Service Status:	Unclassified
Reports To:	Concessions Manager	Employment Status:	Seasonal
Pay:		FLSA Status:	Non-exempt

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Related previous work experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Range, oven, microwave oven, deep fryer, cash register, calculator.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

For purposes of O.R.C. 4167.

The employee: negotiate, use, or work with or in the vicinity of bakery equipment.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Responsible for the operation of the City concessions (opening and closing of concession stands, reporting maintenance problems, set up and tear down of concession stands; preparation of food items served in concessions stands).
2. Take orders from customers and operate cash register; responsible for balancing money to register receipts on a nightly basis.
3. Maintains inventory of products and supplies for concession stands; responsible for maintaining accurate inventory loss records.
4. Cleans work areas and food preparation and service equipment to ensure all concession areas are in compliance with health code regulations.
5. Issue rental skates to customers as needed and replace skates when returned. Assure proper fit of skates and ensure skates are used properly.
6. Must be able to work nights, holidays, and weekends.
7. Prepares and maintains records, reports, and other documentation.
8. Demonstrates regular and predictable attendance.
9. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends meetings, seminars and training sessions.
2. Performs other duties as required.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment).

Knowledge of: department policies and procedures*; safety practices and procedures; proper methods, techniques, and equipment used in preparing and serving food; inventory control; public relations.

Skill in: use of cooking utensils and equipment*; use or operation of cash register.

Ability to: follow directions; safely operate cooking equipment; effectively work alone or with others; perform routine custodial and light labor tasks; communicate effectively; prepare routine reports; record and maintain accurate information.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)