CITY OF PLATTSMOUTH JOB DESCRIPTION

POSITION TITLE: Concessions Coordinator at Twin Rivers

Water Park

REPORTS TO: Recreation-Aquatics Director

<u>SUPERVISES:</u> Concessions staff and lifeguards

<u>PURPOSE OF POSITION:</u> Responsible for supervising, ordering, inventory and control thereof, sales and receipts of Twin Rivers Aquatic Park concessions.

EXEMPT: Y/N: NO—SEASONAL PART-TIME

ESSENTIAL FUNCTIONS:

Attends all required training session and scheduled meetings

Consistent and vigilant monitoring of the concessions and admissions required; anticipates possible hazardous situations and acts accordingly to prevent future occurrences

Responds quickly, efficiently, and professionally to any emergency situation; completes necessary paperwork and notifies the appropriate professional staff member

Supervises the selection, evaluation, training, and discipline of all subordinate personnel.

Supervises, assigns, and directs facility staff members and other subordinates engaged in the performance of recreational programs and activities

Assists the Park and Recreational Community Center Director and the Program Director in managing the facility and promoting membership to the community

Enforces all pool rules and regulations promptly and professionally; notifies the appropriate professional on duty staff member of inappropriate behavior of facility users

Complies with the Community Center Policies and Procedures manual

Makes appropriate arrangements for a qualified substitute if unable to attend work Plans, promotes and publicizes programs that are held in the facility

Assist the Program Director in the scheduling of special event in the facility

Inspects and maintains the Twin Rivers Water Park Concessions, Admissions and all areas of the facility to ensure cleanliness, proper operation and absence of health and safety hazards

All other duties as assigned

ESSENTIAL KNOWLEDGE, EXPERIENCE, AND ABILITY

Knowledge of the philosophy, principles, and practices of public recreation precautions used in planning, maintaining and operating recreational programs and facilities

Rec Concessions Coordinator TRWP February 2016

Knowledge of the means of organizing and presenting group and individual Knowledge of the methods, techniques, materials, equipment, and safety recreation activities pertinent to the assigned recreational area

Knowledge of the organization and rules pertinent to the assigned area

Knowledge of equipment and products necessary to maintain the assigned facility

Ability to plan, evaluates, organize, and direct recreational programs adapted to community preferences and needs

Ability to communicate to promote and publicize recreational programs and facility functions

Ability to maintain accurate financial records

Ability to understand oral or written instructions

Ability to correctly operate a cash register.

Able to stand, walk and sit up to 75% of scheduled work time.

Able to climb, reach, balance, bend, stop, squat, crouch, push, and pull up to 25% of schedule work time

Able to lift up to 25 pounds.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

At least an eleventh grade education required; High School diploma or GED highly desirable, Must be at least 19 years of age

Cash register skills and customer service experience is highly desirable

Must be able to correctly count currency and merchandise inventory

On site attendance is required

I have read the above job description and accept the responsibilities:

Employee Signature	Date
Supervisor Signature	Date

Employee Position Description Approved for Use:

City Administrator

Date

Rec Concessions Coordinator TRWP February 2016