



Sauk Prairie Recreation Department Job Description

Position: Concessions Lead

Wage: \$15/hour

This position will lead concessions on game days at Chuck Hall Memorial Field or lead concessions at Prairie Landing Concessions. Under the supervision of the Recreation Director this position performs a variety of tasks related to concession operations. Work is performed according to established guidelines and the verbal and written instructions of the Recreation Director. Work is reviewed by the Recreation Director or Recreation Supervisor for accuracy and adherence to established procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

- A. Provide supervision when needed to assure the smooth operation of the concession area.
- B. Manage the staff during concession stand operation.
- C. Monitor the inventory and ensure inventory is maintained at proper levels.
- D. Report regularly to the director or supervisor on results of operations.
- E. Provide and teach a high level of customer service.
- F. Follow cash handling policies and procedures. Balance cash drawer each shift or as directed following established cash handling policies.
- G. Follow all Wisconsin laws and Village policies regarding sanitation.
- H. Reports daily or as directed to the Recreation Director on status of concessions inventory.

RELATED JOB FUNCTIONS:

- A. Contribute to a cooperative working effort by demonstrating a willingness to perform other job related work as needed or requested. Assistance is given to others and special projects to be completed as scheduled or requested.
- B. Other duties as requested or assigned.

REQUIREMENTS OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

- A. Knowledge of safe food handling, preparation, cooking, and serving of products.
- B. Ability to deal professionally and tactfully with customers and other staff members.
- C. Ability to monitor and maintain the scheduling for employees on a bi-weekly basis and assure that shifts are filled.
- D. Good communication skills, both oral and written.
- E. Ability to enforce policies and procedures.
- F. Ability to accept and follow through on assigned responsibilities.
- G. Ability to maintain a professional demeanor and establish effective working relationships with associates, volunteers, staff and public; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.
- H. Ability to supervise employees in Concessions Operations including but not limited to proper ways of food handling, cash handling, food preparation, and customer service as well as proper concession duties.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. High School diploma or equivalent required; must be 21.
- B. Must possess food service knowledge at an entry level up to quick service knowledge.
- C. Excellent customer service skills; previous cash handling and customer service skills required.
- D. Willingness to attend training classes on food handling procedures.
- E. Valid driver's license with reliable transportation.
- F. Possess or ability to obtain bartender license

PHYSICAL REQUIREMENTS:

- A. Standing and/or walking up to eight (8) hours per day.
- B. Frequent bending and stooping.
- C. Ability to lift various weights up to fifty (50) pounds.
- D. Ability to perform overhead work.