



Sauk Prairie Recreation Department Job Description

Position: Concessions Assistant

Wage: \$13/hour

This position will assist concessions on game days at Chuck Hall Memorial Field or at the Prairie Landing Stand at Culver Community Park. Under the supervision of the Concessions Lead 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 Concessions Lead. Work is reviewed by the Recreation Director or Concessions Lead 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 and teach a high level of customer service.
- B. Performs food preparation and operates all concessions equipment.
- C. Follow cash handling policies and procedures. Balance cash drawer each shift or as directed following established cash handling policies.
- D. Follow all Wisconsin laws and Village policies regarding sanitation.
- E. Reports daily or as directed to Concessions Lead on the status of concessions inventory.
- F. Other duties as requested or assigned.

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. Good communication skills, both oral and written.
- D. Ability to enforce policies and procedures.
- E. Ability to accept and follow through on assigned responsibilities.
- F. 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.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Must be 16 years of age or older.
- B. Previous experience working in food preparation preferred, but not required.

- 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.

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.