

Department: Parks & Recreation

Position: Concessions Coordinator

FLSA status: Non-Exempt

Dates: (Tentative) April 15 – August 31, 10-20 hours per week

Age: 18+

Application Deadline: February 24, 2023 (or until filled)

General Purpose: Under the supervision of the Recreation Manager, the Concession Coordinator is responsible for the inventory, stocking, and ordering of supplies for the concession stands operated by Mahomet Parks and Recreation, and scheduling and coordination of 8-12 p/t season concession staff.

Major Duties and Responsibilities:

- Purchases and restocks all items sold as needed, e.g., beverages, candy, chips, snacks, etc.
- Monitors inventory of beverages, food items, and general supplies and reports any discrepancies.
- Ensures all concession stands operated by Mahomet Parks and Recreation are maintained in an orderly, clean, and sanitary condition and are following health department standards.
- Ensures proper monetary and financial procedures are met regarding cash handling and deposits.
- Train concession staff on proper procedures and protocols.
- Schedule concession staff for all shifts for concession stand operations.
- Attend required program staff meetings and trainings.
- Adhere to proper safety precautions and dress code.
- Communicate clearly, honestly, and respectfully with all staff, participants, parents, volunteers, and public.
- Present yourself in a professional manner and treat all people with respect.
- All other duties as specified.

Tentative Operations Locations and Schedules (May-August):

- 13 Acres Park Baseball, M-TH, 5:30-7:30 PM
- Barber Park Splashpad, Saturdays/Sundays 11AM-7PM
- Barber Park Tball, M-TH, 5:30-7:30 PM
- Bridle Leash Park Softball, M-TH, 5:30-7:30 PM
- Dowell Park Softball, M-TH, 5:30-7:30 PM
- Taylor Park Baseball, M, 5:30-10PM, TU/TH, 5:30-7:30PM

Knowledge, Skills, and Abilities:

- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.
- This position does require working some evenings, weekends, and Holidays.
- Knowledge of mathematical calculations.
- Be able to make change and take concession orders.
- AED/CPR/First aid is required.

General Qualifications:

- High School or GED equivalent.
- Previous concession background preferred, but not necessary.
- Applicant must be 18 years of age or older.
- Commitment to a positive, fun and team-oriented working environment.
- Ability to work effectively with children and adults.
- Strong interpersonal and communication skills.
- Must possess a valid driver's license and be able to successfully complete a background check

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Disclaimer:

The position description does not constitute an employment agreement between the Village and employee and is subject to change as the needs of the Village and the requirements of the job change.

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee's position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the department head.

Applications are available at the Mahomet Park and Recreation Office, 218 South Lake of the Woods Road, Mahomet and online at www.mahometrecreation.com. If you have any further questions, please contact Mahomet Recreation at 217/586-6025 or e-mail mahometrec@mahomet-il.gov.

