



JOB ANNOUNCEMENT



CONCESSIONAIRE PARKS AND RECREATION

Posting Date:	January 31, 2017	Job Code:	037-6149
Closing Date:	Open Until Filled	Grade:	0001 – Non-Exempt
Pay Range:	Hourly: \$8.00	Work Status:	Part Time

APPLY IN PERSON AT:
CITY OF GAINESVILLE CIVIC CENTER
830 GREEN STREET, GAINESVILLE 30501
For additional information about this position or the application process, call 770-531-2680.

JOB SUMMARY

Concessionaires are responsible for all aspects of concessions operations to include cleaning, preparation and collection of monies, selling soft drinks, popcorn, candy and other food items to park patrons. They are responsible for maintaining cleanliness in the concession area and assisting patrons as needed. They must be able to move quickly and efficiently around the counter, operate food equipment, make change accurately and follow directions. Positive customer and staff relations are essential.

MAJOR JOB RESPONSIBILITIES

Greet and serve customers at the concessions counter in prompt, friendly and courteous manner.

Assure customer satisfaction.

Make change precisely.

Set up and close out concession counter: operating popcorn popper, hotdog warmer, etc. including clean up of this equipment.

Have all items ready for sale at opening time.

Keep counters (inside and outside) free of debris and other unnecessary items.

Maintain concession area in a clean, sanitary, neat and orderly fashion.

Inventory and stock concessions/supplies.

Report to supervisor immediately any incident, accident or unsafe conditions.

Instruct/supervise other staff members assisting in concessions operations.

Maintain neat personal appearance and wear appropriate staff ID/uniform.

Maintain cash flow by completing financial reports daily.

Report any cash discrepancies to the Pool Manager immediately.

Maintain accounts for the Aquatic and Parks & Recreation staff charges.

Submit written request for product needed.

Other duties as assigned by supervisory staff to facilitate the safe, sanitary, effective operation of the assigned facility.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

No experience necessary.

Licenses and Certifications:

None

Friendly and courteous

Manual dexterity

Reliable

Able to handle multiple demands

Excellent oral and written communication skills

Punctual

Able to lift boxes and equipment up to 25 lbs

Ability to work with staff, volunteers and public

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

❖ THIS IS A PART TIME POSITION AND NOT ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
