



# City of North Charleston

## Vacancy Notice

**Position:** Concessionaire

**Department:** Recreation

### GENERAL STATEMENT OF POSITION

Under general supervision is responsible for the daily duties of the concession facility at Recreation Department facilities, including but not limited to food preparation, customer service, handling of money, inventory control, and facility upkeep. Assists the department with events and programs as requested. Work is seasonal. \*Full job description attached.

### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a junior high school diploma or equivalent with one to two years of experience in food services; or any equivalent combination of education, training, and experience, which provides the required skills, knowledge, and abilities. Must have previous experience with food preparation and handling.

### **Certifications/Licenses:**

- Valid South Carolina Driver's License

Posted: 05/11/2021

Deadline: **Until Filled**

Janie E. King, SHRM-SCP, IPMA-SCP  
Director – Human Resources

City of North Charleston  
South Carolina

*An Equal Opportunity Employer*

<b>Job Title:</b>	<b>CONCESSIONAIRE</b>		<b>Job Code:</b>	305
<b>Core Comp Group</b>	<b>PART-TIME</b>		<b>FLSA:</b>	<b>PART-TIME</b>
<b>Pay Grade:</b>	<b>201</b>			
<b>Effective Date</b>	<b>05-07-2021</b>	<b>Revision A: Risk</b>	<b>M. COLE 05-06-2021</b>	
<b>Revision B:</b>		<b>Revision C:</b>		
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>				
<b>Dept.</b>	<b>Recreation</b>		<b>Dept. #</b>	<b>700</b>
<b>Location:</b>			<b>EM Status:</b>	
<b>Reports To:</b>	<b>Assigned Supervisor</b>			

**Summary Objective**

Under general supervision is responsible for the daily duties of the concession facility at Recreation Department facilities, including but not limited to: food preparation, customer service, handling of money, inventory control, and facility upkeep. Assists the department with events and programs as requested. Work is seasonal.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Operates a concession facility at assigned park(s).
- Ensures that food preparation and services are in accordance with DHEC rules and guidelines. Follows food handling procedures and ensures individuals working at the concession location follow proper handling procedures.
- Performs and completes essential cleaning tasks related to equipment and concession area daily. Maintains outdoor dining area adjacent to concession building.
- Conducts daily and weekly inventory sheets and submits to supervisor. Restocks merchandise daily.
- Communicates with other staff and customers in a courteous and professional manner.
- Collects monies and receipts on a daily basis. Ensures accurate count of start-up and ending monies.
- Maintains records of sales transactions. Handles money and change counting accurately.
- Enforces policy related to food area and facility. Keeps customers and other concessionaires aware of safety rules and regulation as necessary.
- Receives and/or reviews various park reports daily such as quality of pool, medical information, responses to emergency situations, evaluation of safety of patrons in the concession area, and weather.
- Prepares and/or processes a variety of documentation such as inventory sheets, tallies for money received daily, reports of activities near the concession area, safety reports, etc., opening and closing duty records, and timesheets.
- Refers to employee handbook, Recreation and Park policy and procedure manuals, food service preparations, equipment manuals, etc.
- Operates a variety of food and beverage equipment and machinery.
- Interacts and communicates with various groups and individuals such as Pool Manager, Recreation Program Director, lifeguards, and the general public.

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- Retrieves supplies.
- Performs other duties as assigned.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

### **Knowledge, Skills and Abilities**

- Knowledge of the methods, procedures, and policies of the Parks and Recreation Department as they pertain to the performance of duties of the Concessionaire.
- Knowledge of the rules, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Ability to ensure compliance with regulations and control the activities of the concession area.
- Ability to offer training and assistance to co-workers and other Park employees as required.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to prepare required reports including expenditures accuracy and in a timely manner.
- Ability to maintain positive customer-focused relationships with the general public, and all other internal and external customers.
- Knowledge of how to personally demonstrate appropriate customer service skills.
- Knowledge of proper handling of food and beverages.
- Knowledge of applicable occupational hazards and safety precautions.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

### **Minimum Education and Experience Requirements**

Requires a junior high school diploma or equivalent with one to two years of experience in food services; or any equivalent combination of education, training, and experience, which provides the required skills, knowledge, and abilities. Must have previous experience with food preparation and handling.

### **Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Tasks require the ability to exert physical effort in light to moderate work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of objects and materials (up to 20 pounds).

### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

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Exposure to extreme heat, etc.

**Special Certifications and Licenses**

- Valid South Carolina Driver's License

**Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.