



**CITY OF NORTH CHARLESTON**  
**VACANCY NOTICE**

**Position:** Concessionaire  
**Department:** Recreation  
**Pay:** \$12.62 (per hour)

**GENERAL STATEMENT OF POSITION**

Under general supervision is responsible for the daily duties of the concession facility 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. Reports to the Recreation Program Manager or assigned supervisor.

**Essential Functions**

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. Retrieves supplies. Performs other duties as assigned.

**MINIMUM TRAINING AND EXPERIENCE & SPECIAL CERTIFICATIONS AND LICENSES**

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.

**POSTED:** August 13, 2019  
**DEADLINE:** Until Filled

Christine A. Ruth, IPMA-SCP, SHRM-SCP, PHR (Director – Human Resources)

Employment applications can be mailed to the City of North Charleston, P.O. Box 190016, North Charleston, SC 29419-9016, or completed at North Charleston Human Resource Department, 2500 City Hall Lane, North Charleston, SC 29419-9016.



**CITY OF NORTH CHARLESTON, SOUTH CAROLINA  
JOB DESCRIPTION, JUNE 2013**

**JOB TITLE: CONCESSIONAIRE  
RECREATION DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision is responsible for the daily duties of the concession facility at Wescott Park 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. Reports to the Recreation Program Manager or assigned supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Operates a concession facility at Wescott Park.

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.

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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.

Retrieves supplies.

Performs other duties as assigned.

### **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.

### **MINIMUM TRAINING AND 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.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** 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).

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments, and/or directions to assistants; and receiving instructions, assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read a variety of reports, letters, memorandums, forms, etc. Requires the ability to prepare forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people

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with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. Requires the ability to learn and understand principles and techniques; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational/cultural backgrounds.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using food equipment and various hand held tools.

**Manual Dexterity:** Requires the ability to handle a variety of items. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

### PERFORMANCE INDICATORS

**Knowledge of Job:** Has knowledge of the methods, procedures, and policies of the Parks and Recreation Department as they pertain to the performance of duties of the Concessionaire. Has knowledge of the rules, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to ensure compliance with regulations and control the activities of the concession area. Is able to offer training and assistance to co-workers and other Park employees as required. Is able to take the initiative to complete the duties of the position without the need of constant and direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to prepare required reports including expenditures accuracy and in a timely manner. Is able to maintain positive customer-focused relationships with the general public, and all other internal and external customers. Has knowledge of how to personally demonstrate appropriate customer service skills. Has thorough knowledge of proper handling of food and beverages. Has knowledge of applicable occupational hazards and safety precautions. Is able to perform duties effectively despite exposure to extreme heat, etc. Has knowledge of how to react calmly and quickly in emergency situations.

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**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

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**DISCLAIMER: This job description is not an employment agreement or contract.  
Management has the exclusive right to alter this job description at any time without notice.**

