

## **JOB DESCRIPTION**

### **Admissions/Concessions**

#### General Purpose:

An admissions/concessions worker employed with the City of Walsenburg is responsible for the effective and efficient operations of the admissions desk and the concession stand.

#### Supervision Received:

This position comes under the direct supervision of the Aquatic Manager of the City of Walsenburg or an individual assigned by the Aquatic Manager to supervise the duties of the Admissions/Concessions workers. An Admissions/Concessions worker is responsible for following and carrying out all of the workplace expectations and policies of the City of Walsenburg.

#### Supervision Exercised:

In general, an Admissions/Concessions worker does not supervise other staff members. However, a staff member may, from time to time, be assigned the responsibility for supervising other staff members and/or volunteers assisting in daily aquatic park operations.

#### Essential Duties and Responsibilities:

- ◆ Sales of admission passes
- ◆ Supervision of the entryway to ensure no one enters without a pass
- ◆ Sales of merchandise
- ◆ Preparation and sales of concession items according to established standards and health guidelines
- ◆ Operation of cash register including being able to count and issue correct change and operate credit card terminal, closing out and balancing cash drawer, and preparing daily bank deposit and change orders
- ◆ Perform daily cleaning of concession area while following established routine and checklist tasks to ensure clean and sanitary operations according to established standards and health guidelines
- ◆ Assist in performing scheduled upkeep and maintenance of facility including cleaning floors, walls, windows, restrooms, equipment, etc.
- ◆ Receive shipments of merchandise, verify contents of shipments, properly store and maintain inventory to keep waste to a minimum

#### Peripheral Duties:

- ◆ Answer inquiries pertaining to the use of the pool.
- ◆ Direct all helpful suggestions from patrons and others to your direct supervisor.

- ◆ Attend scheduled in-service training.
- ◆ Maintain attendance and activity record and complete required reports.
- ◆ Provide periodic supervision and custodial needs of locker rooms and common areas in the park to maintain a clean and safe facility.
- ◆ Perform other duties as may be assigned by the Aquatic Park Manager.

### Desired Minimum Qualifications:

- ◆ Sufficient education and training to demonstrate an aptitude or ability to perform above and related duties, OR
- ◆ Two years of experience performing above or related duties
- ◆ Must complete Colorado Department of Public Health and Environment food handler's training (if hired)
- ◆ Ability to interact with patrons in a positive and helpful manner
- ◆ Ability to maintain effective and positive relationships with co-workers and supervisors
- ◆ Ability to communicate effectively
- ◆ Must be at least 15 years of age. May be required to participate in City provided pre-season training. Must be willing to work 20-40 hours per week which hours may vary based on numerous factors (i.e. weather, over/understaffed for level of business, etc.)
- ◆ Ability and willingness to work full season (Memorial Day weekend to Labor Day, perhaps some weekends in September)

### Physical Skills:

While performing the duties of this position, the employee is frequently required to sit, kneel, stand, stoop, climb, crawl, lift heavy objects, reach and manipulate objects. This position requires mobility. Further, this position will require operating equipment including but not limited to a cash register, credit card terminal, ovens, popcorn machine, crock pot type warmer, hot dog roller grill, other miscellaneous kitchen tools and equipment, and standard office equipment.

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work is normally performed in a weather-protected environment. A cooling unit is in place; however it may occasionally become quite warm due to weather and heat generated by kitchen equipment. The employee is required to stand for long periods and operate the machines listed above.