



Concession Attendant Job Description

Summary:

Under the supervision of the lifeguard manager and the assistant manager, the concession attendant sells, prepares, and maintains concessions for our members. They are responsible for the accurate entry and calculations of all orders and monies received for concession items. They will also assist in some administrative duties and light facility upkeep.

Position Type:

Part-time, hourly, non-exempt, average 20-30 hours per week

Qualifications:

- Possess independent, enthusiastic, and energetic demeanor
- Ability to positively interact with the general public
- Must be honest and trustworthy
- Detail and accuracy oriented
- Possess basic math skills, specifically in making change
- Availability Memorial Day through Labor Day

Description

Sales - Front of House

- Politely communicate with guests regarding concessions
- Provide requested items quickly and correctly
- Receives and properly accounts for membership and guest fees
- Ensure EVERY item is entered correctly into Square POS system
- Politely communicate with guests regarding concessions

Service - Back of House

- Maintain accurate inventory counts and report to Concession Coordinator (CC)
- Prepare food to correct temperatures if applicable
- Keep refrigerators and freezers stocked and replenished with items provided by the CC
- Maintain cleanliness and sanitization of concessions area, grills, warmers, dishes, sinks, counters, utensils, shelves, etc..

Opening/Closing

- Ensure everything is fully stocked at beginning and end of shift
- Bag and remove all trash at the end of shift and place in barrels at employee parking area
- Clean and sanitize work areas and any dishes throughout and at end of shift
- Verify that all freezers and fridges are working at the beginning and end of shift
- Check, complete and initial daily task list
- Complete Opening and Closing Handling Money Procedures and fill out Daily Cash Logs
- Drop money in deposit box at the end of day

Other Duties

- Provide inventory counts and low stock items to the CC every Thursday
- Acts as the pool's goodwill ambassador to all members and guests
- Takes direction from the lifeguard manager and board members
- Communicates any significant problems and conditions to lifeguard manager
- Acts professionally and responsibly at all times while on the job
- Does not have electronic devices or books in use while on duty
- Reads, reviews, and signs off on the Pine Bluff Employee Disciplinary Action Plan
- Performs other job-related duties as assigned
- Informs superiors of situations beyond job scope
- Assist other staff members with tasks during slow periods
- Occasionally assist with facility opening and closing procedures