

**MUNICIPALITY OF NORTH PERTH
JOB DESCRIPTION**

Position Title	<u>CONCESSION STAND ATTENDANT SKATE GUARD AND TICKET TAKER</u>
Department	<u>PARKS AND RECREATION</u>
Report to Title	<u>CONCESSION CO-ORDINATOR</u>

This job description last updated July 2009

Position Details

Status: Part Time
Pay Method: Hourly
Overtime: After 44 hours in one week

A – RESPONSIBILITY

1. Scope of Position

To provide food preparation, customer service and perform cleaning maintenance associated with the operation of the concession. During public skating, provide a safe and enjoyable environment for participants while in our facility.

2. Key Responsibilities

Program Delivery

- (a) Sell food and beverage products to customers according to the current price schedule.
- (b) Operate hot chocolate, coffee and cappuccino dispensers, popcorn maker, bun warmer, grill, fryer, microwave, and any other concession machines or apparatus.
- (c) Maintain items for sale and ensure they are well displayed.
- (d) Keep concession booth and equipment clean/sanitary and well organized at all times.
- (e) Open concession booth at beginning of day's business, as per schedule.
- (f) Communicate to the Concession Co-ordinator as to what stock quantities are needed to maintain an appropriate inventory of items for sale.
- (g) Prepare cash deposit at the end of the shift and close the concession booth.
- (h) During public skating, take tickets at the admission table or pose as a skating guard enforcing all rules to make public skating safe and enjoyable for everyone.

- (i) Perform First Aid and complete accident/incident forms as necessary.
 - (j) Skate Guard may be required to eject patrons if necessary and the proper documentation should be completed
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B – SKILLS

1. Formal Education and Training

Minimum Municipal Designation required: not required

2. Work Experience

Previous experience with food preparation would be an asset. Experience with a cash register and related tasks would be beneficial.

3. Decision Making

- The Concession Stand Attendant, Skate Guard & Ticket Taker consults his/her supervisor daily concerning most aspects of this position.
- Judgment is required to prioritize the projects and tasks in process at any time and to deal with members of the public

4. Communication

- Works to achieve good relations with users and the public to encourage proper uses of facilities.

5. Other Key Skills

The successful candidate for the Concession Stand Attendant, Skate Guard & Ticket Taker position has:

- the ability to work with little or no supervision
 - the ability to perform arithmetic
 - sufficient strength and agility to lift and move pop cases and boxes and open and close service window and locks
 - the ability to follow safety procedures set by Municipality
 - good interpersonal skills and must be able to deal well with the public
 - current Standard First Aid and CRP Certification
 - organizational skills and is punctual and dependable
 - knowledge of roles and responsibilities under the Occupational Health and Safety Act
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C – EFFORT AND WORKING CONDITIONS

1. Physical Effort and Environment

- must be able to work in fast paced environment
- must be capable of light lifting

2. Mental Effort and Environment

- Operates within established policies and procedures

Department Head Approval

I have reviewed the above job description and agree it is accurate and complete.

Department Head _____ Signature _____ Date: _____

Staff Approval

I have reviewed the above job description and agree it is accurate and complete.

Name Staff _____ Signature _____ Date: _____