

FARMINGTON CITY

Job Description

Title:	Concessions Manager	Code:	
Department:	Leisure Services	Pay Rate:	\$8.50/hr.
Division:	Swimming Pool	Effective Date:	Mar. 07

GENERAL PURPOSE

Performs a variety of **general administrative and first-line supervisory duties** as needed to plan, organize and coordinate effective and efficient day-to-day concessions operations.

SUPERVISION RECEIVED

Works under the close supervision of the Leisure Services Director or Swimming Pool Manager. May receive functional supervision from City Treasurer in matters related to accounting and cash management procedures.

SUPERVISION EXERCISED

Provides close to immediate supervision to Lead Concessions Aide(s) and Cashiers while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Performs seasonal preparations and planning; coordinates with department head in determining products, pricing, vendors, staffing needs, changes in policies and events calendaring; sets up vendor accounts upon approval.

Oversees the day-to-day management of concessions workers and concessions operations; establishes standard operating procedures and policies; monitors work in progress to assure quality and policy compliance; participates in the hiring process; performs or coordinates the preparation of work schedules and shift assignments; conducts regular staff meetings to teach and training concessions staff; manages operations to minimize risk and liability concerns; collects and submits staff time cards for payroll.

Coordinates with Pool Manager as needed to attend to machinery problems; personnel problems or general concerns.

Operates concession stand; sells candy, food, drinks according to established standards and health guidelines; accepts patron payments for goods, issues change, totals and accounts for daily collections; prepares daily deposit of revenues using "safeguard system".

Coordinates and monitors daily cleaning of concessions area; develops cleaning routine and checklist of tasks to assure clean and sanitary operations; assures compliance with health department regulations.

Monitors upkeep and maintenance of facility; assures the cleaning floors, walls, windows, etc.; monitors general activities of facility to assure safety; assists to prepare supply orders; receives inventory deliveries, verifies accuracy of shipment; stocks supply storage areas; prepares weekly inventory report; prepares year-end efficiency reports.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Sufficient education and training to demonstrate an aptitude or ability to perform above and related duties;
 - OR
 - B. Two (2) years of experience performing above or related duties;

2. Required Knowledge, Skills, and Abilities:

Working knowledge basic mathematics related to cashiering and changing money; basic interpersonal communication skills.

Ability to operate cash register; establish and maintain effective working relationships with employees, young people and adults, ability to communicate effectively, verbally and in writing.

3. Special Qualifications:

Must be at least 17 years of age.
Must possess a Davis County Food Handlers Permit.
Must attend and pass Davis County Servesafe Course.
Preference shall be give to applicants with CPR and First-Aid certifications.
No drug test is required to enter into this position.
May be required to participate in City provided pre-season training.
Must be willing to work 30-40 hours per week which hours may vary according to seasonal need.

Hiring is conditioned also upon the employee agreeing to be available to work the following seasonal holidays: Saturday before Memorial Day (May 26th), Memorial Day (May 28th), Fourth of July, Festival Days (July 14th), Pioneer Day (July 24th) and Labor Day (September 3rd).

4. Work Environment:

Employment in this **position is At-Will and seasonal, Memorial Day to Labor Day.** Mandatory meetings will be held on May 5th, 12th, 15th, 16th, 17th, 19th, 22nd, 23rd, 24th, and 26th, which dates may change due to circumstances and are still mandatory. During the operating period, weekly mandatory staff meetings are held Friday mornings. Incumbent in this position must be available to work preseason and after season for a short period of time. Typical preseason weekday training is held from 3:30pm – 7pm and Saturday training is held from 9am – 12noon. Work is normally performed in a weather-protected environment; climate controls exist at certain facilities. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Frequent communication with the public requiring the ability to talking, hear and seeing with certain aspects of the job eligible for accommodation. Common eye, hand, finger, leg and foot dexterity required to perform as swimming instructor. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking.