

CITY OF SIKESTON, MISSOURI - JOB DESCRIPTION

Job Title: Recreation Complex Concessions Worker
Department: Public Works

Entry Grade: 5
FLSA Status: Eligible

Acknowledged
By Initialing:

_____ **Supervision Received:** Reports to and receives general supervision from the Parks and Recreation Director, Manager, and Assistant Manager .

_____ **Supervision Exercised:** None

_____ **Responsibilities:** Prepare and serve food and drinks to patrons. Inventories food, supplies, materials and equipment. Assists or performs daily cleaning of facility and maintenance of equipment. Completes reports and records assigned by the Parks and Recreation Director Director, Manager and Assistant Manager. Assists with preparations and cleanup for daily activities and operations. Assist with cleaning and all other operations. Follows safety and health department rules and regulations. Follows safety directives established by the City, County, State, Federal and the Parks and Recreation Director. Patrols the concession area enforcing of safety rules and regulations. Completes closing reports, deposit slips and transferring of deposit to supervisory personnel. Performs duties of the concession worker as required or scheduled. Attend all scheduled in-service trainings.

_____ **Essential Functions of the Job:** Ability to perform work out-of-doors in all weather conditions with temperatures ranging from below freezing to above 100 F; ability to sit, stand, crawl, kneel, twist, stoop and climb for extended periods of time; ability to push pull, lift and/or carry objects weighing up to 50 lbs.; ability to work in confined spaces; ability to communicate verbally and in writing; ability to work in an environment containing dust, pollen and chemicals.

_____ **Knowledge, Skills and Other Requirements:** Must possess basic math skills. Must exhibit proficiency in communicating directions/instructions both verbally and in writing; must exhibit tact and courtesy when dealing with public and co-workers; must possess a valid Driver's License.

_____ **Equipment Used or Operated:** Cash registers, cooking equipment, commercial freezers and refrigerators, and other applicable concession stand related equipment

_____ **Employment Preconditions:** Applicant shall be required to submit to drug and alcohol screening prior to employment and at any time during employment.

The undersigned, before assignment to an employment position as described in the foregoing job description, herewith, acknowledges he/she has read said job descriptions and each subpart thereof and consents to its content. Additionally, applicant indicates his/her consent to any testing provided for in the written job description and authorizes the City of Sikeston to conduct background checks, such as, but not limited to, prior employment, driving violation and criminal histories, as may be required for said position.

Applicant

Date