

SEASONAL EMPLOYMENT



ASSISTANT CONCESSIONS MANAGER

Centre Region Parks and Recreation (CRPR), an Agency of the Centre Region Council of Governments (COG), is currently recruiting a seasonal **Assistant Concessions Manager**, for Oak Hall Regional Park within the Sports Division of Centre Region Parks and Recreation.



We are searching for an Assistant Concessions Manager with superb leadership skills, excellent customer service skills, good attention to detail, and food service experience. The job description follows this summary. This is an as-scheduled position, typically part-time hours on Fridays, Saturdays, and Sundays from late March through late October; additional weekday evening hours will be available in June and July. Multiple shifts are available between 7 AM - 6 PM; the schedule may vary based on tournament schedules, league schedules, special event requests, and extreme weather situations.

There is an hourly range of **\$15-\$17 per hour**. This is a non-benefited, seasonal position. The age minimum for a Concessions Manager is 21 years of age. Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding certifications, criminal background checks, and child abuse clearance.

To apply, please download and complete the CRPR Application by visiting the Agency's website at www.crpr.org/employment then, email to crpr@crcog.net or mail your application to the CRPR Address: 2040 Sandy Drive, Suite A, State College, PA 16803. Note the position you are applying for on your application. Applications will be accepted until the position is filled. Returning employees must also re-apply for seasonal work each year. Equal opportunity employer. For a list of other open positions within Centre Region Council of Governments, visit www.crcog.net/employment.





CENTRE REGION COUNCIL OF GOVERNMENTS

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ASSISTANT CONCESSIONS MANAGER JOB DESCRIPTION

Job Title:	Assistant Concessions Manager	Status:	Seasonal (8-26 weeks)
Department:	Parks and Recreation	Classification:	Non-Exempt
Reports To:	Concessions Manager	Grade:	Hourly

JOB SUMMARY

This position works within the Centre Region Parks and Recreation Sports Division, primarily at Oak Hall Regional Park. The Assistant Concessions Manager is expected to provide excellent customer service and follow safe food handling procedures while preparing and serving food and beverages to park patrons. The position includes assisting with the management and supervision of staff, assisting patrons, and supporting the overall operation of the Oak Hall Concession. This position reports to the Concessions Manager.

ESSENTIAL JOB FUNCTIONS

The outline below describes essential job functions an employee in this position will be required to perform, however, it is not an exhaustive list of all duties which the employee may be expected to perform. To be successful in the position, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodations.

- Assists with the daily operations of the concessions.
- Assists with food, beverage, and supply inventory and ordering.
- Oversees staff and scheduling, in the absence of the Concessions Manager.
- Serves customers in a fast, efficient, and friendly manner.
- Responsible for preparing and handling food in accordance with Health Standards.
- Follows established health, safety, and sanitation principles and protocols.
- Performs opening and closing procedures for the concessions stand.
- Processes sales and manages the cash draw and point of sale system; prepare reports.
- Cleans and sterilizes food preparation and service areas and maintain and restock items and supplies.
- Provides customers with information regarding food ingredients, availability, and pricing.
- Handles customer complaints and issues; report complaints and ask for assistance when needed.
- Knows and understands all emergency procedures associated with the facility.
- Abides by all Agency safety guidelines, policies, and procedures as it relates to Concessions. This includes abiding by all policies and procedures specific to concession locations.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

An individual is hired based on their education, experience, and skills. Any equivalent combination of these factors that will result in the successful accomplishment of all the work responsibilities would be considered at the sole discretion of the COG.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or equivalent with supervisor/management experience.
- Some college coursework preferred.
- Experience in sales, customer service, or food service is preferred.

SPECIAL REQUIREMENTS

- Must be at least 21 years of age.
- A valid driver's license is required.
- Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding criminal background checks and child abuse clearance.
- Must obtain ServSafe® Certification prior to starting work.

KNOWLEDGE OF

- Knowledge of proper safety practices and techniques.
- Knowledge of and ability to work effectively within the organizational and community structure.
- Knowledge of the methods, materials, and equipment used to prepare and serve food, food storage, and sanitation regulations and protocols.

ABILITY TO

- Ability to lead staff and work in a team setting.
- Ability to create work schedules.
- Ability to cooperate and communicate effectively with staff and the public.
- Ability to work without direct supervision.
- Ability to respond and assist the public professionally and courteously.
- Ability to perform basic mathematical computations.
- Ability to handle cash accurately and responsibly.
- Ability to utilize a point-of-sale system.
- Ability to work in a fast-paced environment.
- Ability to operate a variety of food preparation equipment.

SKILLED IN

- Oral and written communication.
- Troubleshooting and problem solving.
- Self-control and adapting to stressful situations.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Physical Environment

- Work is performed indoors and outdoors.
- Hand-eye coordination is necessary to operate computers and various pieces of equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee may be required to sit for prolonged periods of time, walk, stand, and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk, sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

- Often a dirty work environment (situations in which workers or their clothing easily become dirty, etc.).
- Often must perform repetitive activities (performance of the same physically demanding activity).
- Often are exposed to high or low temperatures (possibly leading to stress or decreased ability to work effectively).
- Some work is performed in awkward or confining workspaces (conditions in which the body is cramped or uncomfortable).
- Some work is performed in areas with improper illumination (glare, inadequate lighting, etc.).

ACKNOWLEDGEMENT

I acknowledge this job description does not constitute an employment agreement. Further, I understand the job description is subject to change by the employer, temporarily or permanently, as the needs of the employer and requirements of the job change. COG is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, COG provides reasonable accommodation to qualified individuals with disabilities.

I have read and understand the requirements of the position and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature: _____

Print Name: _____

Date: _____