



CLASS SPECIFICATION

Class Code: 4006
Date Est:
Last Rev: 02/2015
Last Title Chg:
FLSA: non-exempt

SEASONAL CONCESSION ATTENDANT

DEFINITION

Under general supervision, assists in the operation of facilities that require the collection of monies for admissions, programs and concessions within the County Park System; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three months work experience, OR three months experience with public contact (i.e. involvement in clubs, community work or other organized groups).

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

May require certification in Basic First Aid and CPR.

SUPERVISION EXERCISED

N/A

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provide services to the public such as serving food and beverages, collecting admissions and swim lesson registration.

Oversee participants and patrons to ensure safety and adherence to the rules.

Operate cash register, and concession appliances and equipment.

Maintain adequate stock and supply of items appropriate for the facility and job duties assigned including counting items and maintaining inventory records.

Collect fees, make change, prepare deposits, and submit reports of fees collected.

Maintain accurate class sign-up and payment records.

Perform routine cleaning and housekeeping, including cleaning and stocking the restrooms; keep concessions, and other areas where work is performed and equipment is stored, in a clean and orderly condition.

May provide information concerning use of a park or other public facility, including park rules and regulations.

Set-up concession or other area of responsibility for daily use and follow closing procedures for the same.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

The County Park and Recreation operations and the rules and regulations pertaining to the use of park aquatic facilities.

Policies and procedures of the department that relate to the position.

Ability to:

Independently perform work assignments at an assigned location within the county park system.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Basic mathematics.

English usage.

Ability to:

Perform assigned jobs at a public concession, swimming pool or other assigned location; including operating a cash register.

Keep and maintain accurate records.

Perform mathematical calculations.

Read, write, and communicate at a level necessary to perform job assignments.

Communicate effectively and courteously with the public.

Relate objectively and without bias to individuals from diverse populations.

Establish and maintain effective working relationships with department and recreation program staff, vendors, parents, children and the public.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit, stand and walk for extended periods. Ability to frequently bend, stoop and kneel. Ability to tolerate exposure to moisture, cleaning solvents, and chemicals. Some positions may require the ability to perform heavy physical activity. Work is performed indoors and outdoors in varying temperatures and weather conditions. Ability to lift and carry up objects weighing up to 50 pounds.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.