

CARMEL CLAY BOARD OF PARKS & RECREATION

POSITION DESCRIPTION

APPLY: www.carmelclayparks.com/employment

POSITION TITLE: FOOD SERVICES ATTENDANT
DIVISION: MONON COMMUNITY CENTER
REPORTS TO: RECREATION SERVICES ASSISTANT MANAGER: OPERATIONS AND AQUATICS
PAY RATE: NON-EXEMPT - \$7.35-\$8.50 PER HOUR

Organization Information

Carmel Clay Parks & Recreation (CCPR) holds the Gold Medal Award for Excellence in Park and Recreation Management by the American Academy for Park and Recreation Administration (AAPRA) in partnership with the National Recreation and Park Association (NRPA) for parks serving populations of 75,001 to 150,000. As an accredited agency, the department serves the recreation, fitness, and nature needs of the community, manages and develops existing spaces and resources and creates a sustainable future for parks and recreation programs through a financially viable and environmentally conscious parks system. CCPR manages and maintains more than 500 park acres and numerous recreation facilities, including the 146,000 SF Monon Community Center and The Waterpark. For more information, visit carmelclayparks.com.

Purpose of Position:

This position is responsible for delivering exemplary guest services at the concession stand, inside and at the outdoor Waterpark. Responsibilities include providing good customer service, selling concession items, money handling, preparing concession items for sale while maintaining a safe and clean environment. A successful candidate for this position would possess a strong work ethic, ability to work on a team, knowledge to handle money securely, and desire to deliver exemplary customer service.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists guests with the sale of concession items.
- Responsible for following all appropriate local and state health department rules and regulations.
- Responsible for cash and credit card transactions and providing accurate change to guests.
- Responsible for cash drawer and end of shift cash handling procedures.
- Provides guests with good customer service, including answering questions regarding the concession items and the MCC.
- Maintains a clean and sanitized working environment in the concession stand and food carts.
- Maintains good personal hygiene, including regular washing of hands.
- Responsible for stocking display items and inventory.
- Responsible for serving food and beverages to customers.
- Maintains and cleans concession eating areas (inside and outside) throughout the day and at the end of the day, including removal of trash when full.
- Completes all reports and checklists for manager to approve.
- Enforces CCPR rules and regulations with program participants and facility users.
- Performs other related duties as assigned.

Knowledge, Skills & Abilities Required to Perform Essential Job Functions:

- Ability to reconcile cash transactions.
- Ability to communicate effectively on an individual.
- Ability to operate a cash register and food machines.
- Ability to work days, evenings, weekends and some holidays.
- Ability to exert moderate physical effort that might involve the lifting, carrying, pushing and/or pulling of objects and materials weighing 10 pounds.
- Performance of essential functions may require exposure to adverse environmental conditions, such as humidity, rain, and temperature extremes.

Qualifications Required to Perform Essential Job Functions:

- Must be 15 years or older.
- Previous cash handling and/or customer services experience preferred.

- Food Handler Certification required within first week.