

JOB DESCRIPTION



Department	Athletics & Recreation/Concessions
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Concessions Stand Worker
Classification	Hourly/Non-exempt
Pay Range	\$9.00/hr. - \$11.75/hr. PT16

Job Summary

The primary purpose of this part-time position is to provide outstanding service through warm interactions. This is accomplished by operating the concessions within the Village of Pleasant Prairie RecPlex: Ice Arena, Aqua Arena, and Prairie Springs Park to the members, program participants and guests, and the citizens of our community. Employees in this classification represent the RecPlex, Ice Arena, and Aqua Arena in a professional manner.

Job Duties

- Maintain accurate and detailed daily cash control records and product inventory reports.
- Must accurately oversee and reconcile a daily cash drawer, as well as daily inventory counts.
- Must perform cash transactions on computer by ringing sales into POS cash register.
- Conduct product sales and assist in daily operations of concession area.
- Responsible for keeping the concession area immaculate, and presentable which includes cleaning counters, sinks, refrigerator, freezer, and equipment, disposing of trash and cleaning surface areas.
- Required to complete daily cleaning checklists in an orderly manner.
- Demonstrate the ability to operate concessions and kitchen equipment.
- Must follow food preparation guidelines including cross-contamination policies, proper food storage procedures and personal hygiene policies (hand washing, jewelry, hair).
- Must be able to prepare food items on the menu.
- Must remain knowledgeable of daily RecPlex/Ice Arena/Aqua Arena operations by reading the Communication Log Book each and every day you work. This will provide new information, policies and procedures for the concession staff.
- Be alert and attentive to surroundings and visually monitor pool and ice lobby areas.
- Must assist members and guests with requests, questions or concerns.
- All washable and valuable lost and found items are to be taken to the Guest Services Desk at the end of the day. NOTHING is to be taken home or for personal use.
- Must be knowledgeable of facility schedules.
- Must promote RecPlex/Ice Arena/Aqua Arena programs through direct contact and interaction with users and guests.
- Contact the Food Services Supervisor, Athletics & Recreation Manager, Facilities Director or Manager on Duty immediately if there is any customer related problems or facility maintenance issues that you are not qualified to handle alone.
- Must be knowledgeable of emergency procedures and respond to all accidents and incidents immediately and in a professional manner including appropriate first aid and emergency care when an accident occurs.
- Participate in ongoing training provided by RecPlex Management.
- Perform related work and special projects as assigned including birthday parties, administrative projects, etc.
- Ability to verbally communicate effectively; work well with, enthusiastically and effectively with, RecPlex/Ice Arena/Aqua Arena supervisors and co-workers to achieve department and Village goals.
- Concession workers are not to talk or visit with friends while on duty.
- No reading, eating, chewing gum or tobacco products are allowed while on duty.
- All drinks, except water, must be in a closed, opaque, plastic container.

Physical Requirements

- Be able to stand, up to 8 hours.
- Work is performed near an ice arena & aquatics environment with exposure to cool & warm temperatures. The work requires long periods of attentiveness, standing, sitting, pulling, pushing, reaching, carrying, cleaning, visual monitoring, verbal and written communication, hearing, moving about concession area, moderate lifting (15-50 lbs), intensive public contact working with hot kitchen equipment, and exposure to stressful and emergency situations.
- Be able to initiate emergency procedures including First Aid, CPR, and AED.
- Be able to communicate verbally.

Requirements - educational, certifications and experience

- Must be at least 15 years of age.
- Cash register experience required.
- Prior experience with cash handling and inventory control in a food preparation environment is preferred.
- Current certification in First Aid, CPR, and AED.
- Uniform will be worn at all times while on duty.
- All uniforms will be clean and in good condition (no holes).
- Shoes must be worn in all parts of the building, other than the pool area and locker rooms, at all times.
- No visible body piercing or tattoos.
- Must have a high degree of personal cleanliness.
- Hours will be set by the Food Services Supervisor or Athletics & Recreation Manager and may vary with some evening and one weekend per month, at a minimum, required.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

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