



## Business/Concessions Manager

Seasonal/Temporary at-Will

0-40 Hours/Week

\$13.50-15.50/hr DOE

### Classification Elements

Under the direction of the manager, responsible for overall operation and maintenance of Splash Zone concession stand and front desk and other duties as advised by the manager on duty. This temporary seasonal position is at will, assists in supervising all other temporary front desk/concessions staff, and reports directly to the Manager on duty.

### General assignments

1. Train, schedule, supervise, evaluate and discipline concessions staff in conjunction with the Recreation Coordinator or their designee.
2. Keep accurate records of concessions inventory and employ inventory control methods.
3. Keep accurate records of all swimming lessons and waivers.
4. Place orders, track and prepare purchase orders for inventory.
5. Keep Concession stand in compliance with all Health Department regulations.
6. Maintain Concessions stand, picnic tables and surrounding areas in a neat and tidy manner.
7. Serve safe and hot food to the public
8. Ensure all operations are in accordance with local/state health codes.
9. Enable a positive public relations program with all staff.
10. Keep accurate records of all revenues and expenditures.
11. Assist as needed in emergencies in coordination with Splash Zone's EAP.
12. Help maintain a safe environment.

### Knowledge, and Abilities

#### **Knowledge:**

1. Working knowledge of Washington State food rules and Health codes.
2. Basic math skills
3. Basic computer skills
4. Basic kitchen skills

#### **Ability To:**

1. Deal with staff and public in a professional, team oriented manner.
2. Anticipate and prevent accidents.
3. Learn how to operate a cash register.
4. Work cooperatively with others while fostering a team oriented environment.
5. Prepare schedules for multiple staff.

### Education and Experience

1. Minimum 6 (six) months concessions experience or closely related field.

2. Supervisory experience is highly desirable.

#### Licenses and Other Requirements

1. Washington State Food Handler's Permit.
2. First Aid/CPR certification.
3. Valid driver's license.

#### Working Conditions

##### **Environment:**

1. Indoor and outdoor environment.
2. Working varied hours including weekends, evenings and holidays.

##### **Physical Abilities:**

1. Climbing.
2. Standing for extended periods of time.
3. Lifting heavy objects weighing fifty (50) pounds.
4. Walking.
5. Reaching overhead and above shoulders.
6. Kneeling or crouching.
7. Hearing and speaking to communicate information.
8. Reading and writing to communicate information.
9. Seeing to monitor activities.
10. Sensing hot and cold.
11. Smelling/sensing burning/hot items.

##### **Hazards:**

1. Exposure to heat and cold.
2. Exposure to electrical equipment.
3. Exposure to moving and sharp equipment.
4. Exposure to cleaning materials and chemicals.
5. Exposure to body fluids.
6. Exposure to distressed and ill people.
7. Exposure to pool related chemicals (Chlorine, Acids).