



FRONT DESK/CONCESSION

SEASONAL/TEMPORARY AT-WILL

0-40 Hours/Week

\$11.05-12.45/hr (15yrs+)

CLASSIFICATION ELEMENTS

Under the direction of the Head Front Desk/Concession Staff, responsible for daily operation of Splash Zone front desk, concessions and other duties as advised by the manager on duty. This temporary seasonal position is at will, and reports directly to the Head Front Desk/Concessions or manager on duty.

GENERAL ASSIGNMENTS

1. Ensure positive public interactions with all staff and public.
2. Keep accurate records of all revenues and expenditures.
3. Keep accurate records of all swimming lessons.
4. Keep accurate records of all food items
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 positive phone interaction with public and staff.
9. Cleaning of front desk and entry to Splash Zone.
10. Assist as needed in emergencies as described in Splash Zone's EAP.
11. Help maintain a safe environment.
12. Perform other related duties as assigned.

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



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EDUCATION AND EXPERIENCE

1. Cashiering or closely related field experience is highly desired.
2. Concessions or closely related field experience is highly desired.
3. Public relations experience is highly desired.

LICENSES AND OTHER REQUIREMENTS

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

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 machinery.

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).