

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Assistant Supervisor, Concession Operations	BAND/LEVEL:	Opers II
DEPARTMENT:	Recreation Services	JOB NO:	2755
DIVISION:	Golf Courses/Farmstead	DATE:	3/25/2012
REPORTS TO:	Supervisor, Concession Operations	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 531

REPLACES: Assistant Supervisor, Concession Operations

DATE: 2/27/2011

JOB SUMMARY STATEMENT:

Assists the Concession Operations Supervisor in the supervision and coordination of all revenue producing operations at the Farmstead, which includes; the concession stands, ice cream parlor, general store, wagon rides, fishing, pony rides, mining, donations, feed machines, birthday parties, and tours. Collects all cash and reconciles cash report and daily spreadsheet. Assists with inventory control, merchandising and ordering. Assists in supervision and training of temporary personnel. Also assists with supervision of entire daily Farmstead operations, as needed. Assumes responsibilities of Supervisor, Concession Operations in his/her absence.

DUTIES AND RESPONSIBILITIES:

1. Assists in the supervision and coordination of all revenue producing operations, which includes food concessions, ice cream parlor, general store, fishing pond, pony rides, wagon rides, donations, mining, feed machines, birthday parties and tours.
2. Assists in supervision and training of temporary staff.
3. Collects and counts cash from all revenue producing operations and donation box. Reconciles daily cash report and makes bank deposits.
4. Programs and manages Point-of-Sale system throughout entire Farmstead on a daily basis.
5. Assists with serving requested product to customer, collecting money, and entering information and cash into point-of-sale system.
6. Assists with maintaining and tracking inventory, purchasing supplies, receiving orders, and rotating stock.
7. Maintains a service-oriented environment for patrons.
8. Assists in cleaning revenue areas. Includes but not limited to mopping, sweeping, dusting and disposal of trash.
9. Assists with supervision and coordination of entire daily operations of the Farmstead, as needed.
10. Provides general information to the public by answering questions, providing direction and enforcing rules.
11. Assumes responsibilities of Supervisor, Concession Operations in his/her absence.
12. Assists in other areas of the Farmstead during off-season.
13. Assists with snow removal as needed.
14. Performs other duties as assigned.
15. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.

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16. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education with additional courses in business or accounting. Possession of a valid driver's license. Ability to obtain a commercial driver's license within six months of employment.

Must maintain an insurable driving record

EXPERIENCE:

One year experience in retail sales or an equivalent level of experience. Management or supervisory experience in a service oriented business or organization is beneficial.

SKILLS:

1. Analytical skills.
2. Attention to detail.
3. Good organizational and time management skills.
4. Good oral and written communication skills
5. Basic math and accounting skills.
6. Working knowledge of windows-based PC software applications such as spreadsheets, word processing, presentation and desktop publishing.
7. Interpersonal skills

MENTAL REQUIREMENTS:

1. Ability to train and guide others
2. Ability to follow oral and written instructions
3. Ability to meet deadlines
4. Ability to perform basic math and apply basic accounting principles.
5. Ability to work in a hectic environment.
6. Ability to learn and understand PC software applications
7. Ability to prioritize work
8. Alpha and numeric recognition
9. Ability to follow verbal or written instructions

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, crawl, bend, climb, push, pull, walk for extended periods of time
2. Ability to lift 25 lbs. and transport 25 ft.
3. Exposure to noisy conditions
4. Ability to operate point of sale system.
5. Ability to make and receive phone calls.
6. Ability to greet and assist the general public.
7. Ability to operate city vehicle, trucks and golf carts.
8. Ability to operate various office equipment such as adding machine, personal computer, copier.
9. Ability to operate various hand tools and power equipment.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct: Temporary employees

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.