

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE: Assistant Supervisor, Concession Operations
DEPARTMENT: Parks and Recreation
DIVISION: Soccer Complex
REPORTS TO: Supervisor, Concession Operations
FULL-TIME: **PART-TIME: XX** **TEMPORARY:**

BAND/LEVEL: NE/00
JOB NO: 9156
DATE: 12/21/2015
FLSA STATUS: NE
COST CENTER: 550

REPLACES: Asst Supervisor, Concession Operations

DATE: 1/2010

JOB SUMMARY STATEMENT:

Assists Soccer Complex Supervisor of Concession Operations in the supervision and coordination of daily concession operation. Assists in the supervision and training of part-time/temporary personnel. Assists in the daily operation; cleaning, inventory control/ordering and daily cash reconciliation. Assists in budget preparation and expense tracking. Supports the Soccer Complex Manager and Supervisor to cover all necessary operating hours throughout the soccer seasons and summer. Assumes the responsibilities of the Concession Supervisor during their absence.

DUTIES AND RESPONSIBILITIES:

1. Assists with the supervision, training, assigning work schedules and assures a safe working environment for part-time/temporary personnel.
2. Assists with serving requested food/beverage item to customer, collecting money, and entering information and cash into point-of-sale system. Makes change if necessary.
3. Assists with product delivery and stocking.
4. Assists in cleaning of concession area. Includes but not limited to mopping, sweeping, dusting and disposal of trash.
5. Provides general information to the public by answering questions, providing direction, and enforcing rules.
6. Collects money from vending machines. Counts changes/bills by hand and coin/bill counter.
7. 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 whom interaction is required to accomplish work and employer goals.
8. 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.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma or equivalent, or an equivalent combination of education and experience.

EXPERIENCE:

One year of experience in the food service industry.

SKILLS:

1. Attention to detail
2. Good oral and written communication skills.
3. Basic math and accounting skills.
4. Interpersonal skills
5. Good organizational and time management skills

MENTAL REQUIREMENTS:

1. Ability to train and guide others
2. Ability to meet deadlines
3. Ability to perform basic math calculations.
4. Diplomacy and judgment
5. Ability to carry out assignments through oral and written instructions.
6. Ability to work independently
7. Ability to work in a hectic environment with many interruptions
8. Alpha and numeric recognition
9. Ability to learn and operate point-of-sale software application.

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, crawl, bend, stoop, climb, push and pull
2. Exposure to extreme environmental conditions
3. Ability to make and receive phone calls.
4. Ability to identify and distinguish colors
5. Ability to distinguish smells
6. Excessive standing and/or walking
7. Ability to lift 25 lbs. and transport 25 feet.
8. Ability to push/pull up to 25 lbs.
9. Ability to operate golf cart or truckster
10. Ability to operate hand tools such as hammers, screwdrivers, etc.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct: Part-time and 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.