

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Supervisor, Concession Operations	BAND/LEVEL:	Mgmt I
DEPARTMENT:	Recreation Services	JOB NO:	7231
DIVISION:	Soccer Complex	DATE:	12/1/2014
REPORTS TO:	Manager, Soccer Complex Operations	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 550

REPLACES: Supervisor, Concession Operations

DATE: 2/24/02

JOB SUMMARY STATEMENT:

Responsible for revenue producing operations at the Children's Farmstead or Soccer Complex. Hires, supervises, trains and assigns work schedules for other full-time, part-time and temporary employees. Collects all cash and reconciles cash report. Assists in the development of new revenue producing programs.

DUTIES AND RESPONSIBILITIES:

1. Hires, supervises, trains and assigns work schedules for other full-time, part-time and temporary employees.
2. Manages and assists in the operations of all revenue producing operations at either the Children's Farmstead or Soccer Complex, depending on assignment. Develops maintenance schedules to include: cleaning, repairing, replacing, and safety/ health inspections.
3. Collects and counts cash from all revenue producing operations and donation box. Reconciles daily cash report and completes bank deposits. Maintains accurate financial reports in accordance with accounting procedures. Completes daily, weekly, monthly and yearly sales reports
4. Programs and manages Point-of-Sale system used at all revenue operations.
5. Assists in the development of new revenue producing programs, revenue projections and goals. Reports progress towards projections and goals.
6. Maintains inventory for all revenue operations and over sees purchasing of supplies for all concession operations and general store.
7. Administers and monitors concession contracts. Maintains vendor relationships.
8. Coordinates concession services to ensure that the patrons are provided quality service.
9. During the off-season, this position will assist in other areas and may perform other duties as assigned.
10. If assigned to the Soccer Complex: participates in snow and ice removal operations, storm clean-up and other emergency operations.
11. 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.
12. 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.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education with additional courses in business or accounting. Associate of Arts degree preferred.
Possession of appropriate, valid driver's license.
Must maintain an insurable driving record

EXPERIENCE:

Two years' experience in food management, retail sales, or an equivalent level of experience. Management or supervisory experience in a service oriented business or organization beneficial. General understanding of food equipment programming and operation preferred.

SKILLS:

1. Ability to supervise and train others
2. Analytical skills
3. Attention to detail
4. Interpersonal skills
5. Diplomacy and judgment
6. Good organizational and time management skills
7. Good oral and written communication skills
8. Basic math and accounting skills
9. Good listening skills
10. Good PC skills, including ability to use spreadsheets, word processing, presentation and publishing software applications.

MENTAL REQUIREMENTS:

1. Ability to analyze needs
2. Ability to perform basic math and apply basic accounting principles
3. Ability to work on several projects at one time
4. Ability to work independently in a hectic environment
5. Ability to follow verbal or written instructions
6. Ability to learn new materials and systems
7. Ability to prioritize work
8. Ability to meet deadlines
9. Alpha and numeric recognition
10. Ability to learn and operate PC software applications, including point-of-sale software

PHYSICAL REQUIREMENTS:

1. Ability to work in extreme environmental conditions
2. Ability to make and receive phone calls
3. Ability to identify and distinguish colors
4. Ability to distinguish smells
5. Ability to reach, stand, crawl, bend, climb, push, pull, walk for extended periods of time
6. Ability to lift 25 lbs. and transport 25 ft.
7. Ability to push/pull up to 25 lbs.
8. Exposure to noisy conditions
9. Ability to operate city cars, trucks and golf carts.
10. Ability to operate various hand tools and power equipment.
11. Ability to operate various office equipment such as adding machine, personal computer, copier.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct: Full-time, 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.