

**CITY OF SPEARFISH
JOB DESCRIPTION
CONCESSION ASSISTANT**

JOB SUMMARY:

The Concession Assistant will work under direct supervision of the Concessions Coordinator. Concession Assistant will be responsible for assisting in the operation of the concessions.

ESSENTIAL FUNCTIONS/MINIMUM PERFORMANCE STANDARDS:

The Concession Assistant will:

1. Meet and greet customers.
2. Take orders and prepare food.
3. Follow all South Dakota Department of Health guidelines and food safety standards.
4. Clean tables and empty garbage cans.
5. Follow opening and closing procedures including cleaning and preparation functions.
6. Perform inventory practices.
7. Count money and make correct change with use of electronic cash register.
8. Learn and follow all City established safety practices and personnel policies.

The Concession Assistant will perform all other duties as specified by his or her supervisor(s).

In Absence, Duties Performed by: N/A

Cross Train: N/A

Minimum Qualifications, Training, or Experience to Start:

- Follow oral and written orders
- Count and handle money.
- Possess excellent public relation skills.
- Must be at least 16 years of age.
- Evening, weekend and holiday work.
- Ability to enforce aquatics facility rules.
- Ability to follow directions both verbal and written.
- Agree to background check.

Physical Requirements: Are being established.

ACKNOWLEDGEMENT OF DESCRIPTION

Job Title: Concession Assistant

Reports to: Concessions Coordinator

Supervises: N/A

Employment Status: Temporary, hourly

Additional Requirements:

Concession Assistant must be available to work from Memorial Day through Labor Day.

Hours: Scheduled work week may include up to twenty (20) hours per week, Evenings, weekends and holidays, Sunday – Saturday.

I acknowledge that I have received an exact copy of this job description; that it has been fully explained to me; and that I understand the duties required for my position. I further understand that these standards will be the basis of my training and evaluation.

Employee Signature and Date

Supervisor Signature and Date