



City of Greenwood – Concessions/Admissions Coordinator

<u>Greenwood Employment Application</u>			
Job Title:	Concessions/Admissions Coordinator	Job Category:	Non-exempt
Department/Group:	Parks and Recreation	Job Code:	
Location:	Freedom Springs Aquatics Park	Travel Required:	No
Level/Salary Range:		Position Type:	Part-time Seasonal
HR Contact:	Director of Human Resources	Supervisor:	Aquatics General Manager
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 South Madison Avenue Greenwood, IN 46142		
Job Purpose:	<p>Responsible for daily food and beverage operations at Freedom Springs Aquatics Park. Duties include, but are not limited to supervision of: food handling, adjustments of food operations, inventory ordering for retail and food, admission services, registration for all activities, cash handling procedures, facility cleanliness and supervision of related staff. Also responsible for daily admissions, season passes and oversees rentals.</p>		

Duties and Responsibilities:	<ul style="list-style-type: none"> • Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook. • Compliance with Board of Health regulations to ensure proper food handling procedures. • Ensure that all aspects of aquatic food and beverage operations are clean and safe. • Assist with orientation, training, supervising, evaluation, and testing of concession and admission staff. • Supervise and lead staff on a daily basis with a positive and teaching leadership style. • Assist with work schedules for concession and admission employees and submit to the Aquatics Manager. • Oversees daily aquatics rentals promoting customer service to the guests. • Ensure staff is prepared to provide exemplary service. This includes completing all assigned daily tasks and adherence to policies and procedures. • Responsible for inventory ordering for retail and food. • Accountable for cash handling for concessions, admissions and season passes in accordance with City guidelines. • Analyze sales reports and adjust operations as necessary under the guidance of the Freedom Springs Aquatics Manager. • Perform other related duties as assigned.
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Job Requirements:

- **Education:** High School Diploma with the ability to read, write and speak the English language.
- **Experience:** Working understanding of food and beverage services management with daily sales and procedures experience. Must have six months experience in a lead capacity in food service and one year minimum experience in customer service.
- **Knowledge, Skills and Abilities:** Basis familiarity with First Aid and CPR. Must possess a valid driver’s license.
Ability to enforce rules and follow all established protocols and guidelines.
Ability to resolve conflicts between patrons, program participants and employees.
Ability to make sound and rational decisions including exercising independent judgment, within parameters.
Must have or obtain ServSafe Certification within 1.5 months of employment.
- **Physical:** Ability to work evening or weekend hours a must. Operating assigned computers and equipment. Sitting, walking and standing for extended periods of time and lifting and carrying objects weighing up to 30 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____

Approved By: