

# Lena Community Park District Job Description

**Position:** Snack Shop Staff

**Responsible To:** Snack Shop Manager

**Qualifications:** 16 years old (14 & 15 with a work permit)  
In high school or a high school diploma, First Aid and C.P.R. desirable.

**General Job Description:** Operate concession stand including opening and closing procedure, cleaning, organizing, proper paperwork and security of money and facility. Worker must also learn to operate Ice Cream, Smoothie and Popcorn Machines as well as the grill, deep fryer and cash register.

## Tasks Statement:

1. Arrive five minutes prior to scheduled opening time to prepare for days work.
2. Prepare all concession items for sale and know your menu and prices.
3. Take accurate starting inventory.
4. Keep concession area neat and clean at all times (inside and outside).
5. Report daily concession needs.
6. Keep concession manager informed of all inventory problems and needed items.
7. Secure daily receipts.
8. Secure operation at closing time.
9. Do accurate closing inventory.
10. Clean facility and equipment.
11. Attend staff training and meetings.
12. Assume other job related duties as assigned.
13. Know and operate under appropriate County Health Department guideline.
14. Perform other duties as assigned by supervisor(s).

**Worker Traits:**

1. Friendly and courteous to public.
2. Conscientious and trustworthy.
3. Organized and able to work under pressure.

**Desired Education and Experience:**

1. In high school or high school graduate.
2. Any previous experience working with the general public and/or experience working with a cash register and making change.

**PLEASE NOTE THIS A SEASONAL SUMMER POSITION. OUR PARK DISTRICT FACILITIES AND PROGRAMS ARE OPEN 7 DAYS A WEEK AND REQUIRE STAFF TO BE AVAILABLE THROUGHOUT THE SUMMER WEEKS TO INCLUDE SOME WEEKENDS. WE REALIZE STAFF WILL ALSO NEED TO REQUEST SOME DAYS OFF.**

By signing below, I verify that I have reviewed this job description with a supervisor and understand the job duties that I am assuming by accepting this position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
LCPD Supervisor

\_\_\_\_\_  
Date