

JOB DESCRIPTION – PART TIME

Concession Worker (FOOD & BEVERAGE)



Facility Name:	VENUWORKS OF CEDAR RAPIDS
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JOB INFORMATION

Job Title:	Concession Worker	Department:	Food & Beverage
Reports To:	David Kelly, Food & Beverage Director	FLSA Status:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Prepared By:	Janna Graber, Human Resources Specialist	Date Prepared:	3/10/2015
Approved By:	Sharon Cummins, Executive Director	Approved Date:	3/15/2015

SUMMARY

Responsible for accurately completing cash and credit card sale transactions in a timely manner. Individual must be able to maintain all service and sanitation requirements according to VenuWorks policies and State and Federal Laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Prepares needed setups for concession stands
2. Prepares concessions and replenishes stands as needed
3. Ability to check I.D. on any guest ordering alcohol who look 35 years or younger
4. Records the usage of product (when necessary) for each service
5. Maintains inventory of the individual location. This includes counting cups, bottles and bottled liquor

OTHER DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Ability to handle cash and credit card sales, making appropriate change.
2. Removal of setups after the stand is closed, to include proper storage of these items
3. Assists in the breakdown of stand equipment as needed
4. Maintains a pleasant attitude while on duty
5. Inventories all items at both opening and closing of the stand
6. Calculates cash at the end of the shift and returns the bank to the money room clerk or manager on duty

SUPERVISORY RESPONSIBILITIES

Employee will supervise

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Individual must be 18 years of age or older.
2. Ideal applicant should have strong organizational skills, ability to work with flexible work schedule, be a team player
3. Must be able to stand for an extended period of time.
4. Must be able to hear, see and speak in an effective manner.
5. Must be able to multi-task
6. Must be able to follow direction from supervisor

EDUCATION and/or EXPERIENCE

1. High School diploma, GED or equivalent.

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(FOOD & BEVERAGE)



CERTIFICATES, LICENSES, REGISTRATIONS

1. Applicant must possess current, valid driver’s license and a current working home telephone with a number that can be accessed by building management personnel for business contact purposes.

LANGUAGE SKILLS

1. Ability to speak and understand English.
2. Ability to read and interpret documents such as instructions, policies and procedures.
3. Ability to write routine reports.
4. Ability to deal effectively and courteously with the general public.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to remember previously learned material such as specifics, criteria, techniques, principles, and procedures; ability to grasp and interpret the meaning of material; ability to use learned material in new and concrete situations; ability to break down material into its component parts so that its organizational structure can be understood; ability to recognize casual relationships, discriminate between behavior mechanisms, and identify elements that are relevant to the validation of a judgment; ability to put parts together to form a new whole or proposed set of operations; ability to relate ideas and formulate hypotheses; ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy, and comparison to standards; ability to appraise judgments involved in the selection of a course of action; ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decision based on best and most important choice.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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