



# COMMUNITY CENTER CONCESSION WORKER

## **GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of concessions work at the Edward Dufresne Community Center. Work includes stocking, food preparation, serving and use of cash register for point of sale items; sweeping, moping, disinfecting, emptying trash receptacles and picking up debris, etc. Employee is also responsible for informing the Community Center Coordinator of necessary supplies needed for restocking. Will report to the Community Center Coordinator.

## **ILLUSTRATIVE EXAMPLES OF WORK**

### ***ESSENTIAL JOB FUNCTIONS***

Sets up Concession area, stocking beverage coolers, bringing food items from storage area, filling ice bin, etc. to prepare for business.

Counts bank as assigned at the start of shift, does not allow anyone to operate their assigned register. Initials tape whenever leaving the station during the shift.

Always friendly and courteous to guest. Refers any problem with a guest to supervisor.

Ability to operate a register, collect monies from guest for products ordered, giving the correct change.

Alert at all times, paying close attention to guest being serviced.

Prepares and gathers food and beverage items as ordered by guest to fill their order.

Completes the cash audit sheet at the end of the shift.

Cleans, restocks, closes Concession area after event.

Return unsold food products to the warmers.

Thoroughly sweeps, mops, disinfects all areas inside the Concession stand and its surrounding areas.

Empty and bag all trash receptacles in and around the Concession stand. Place garbage in the dumpster.

Reports to the Community Center Coordinator



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## **ADDITIONAL JOB FUNCTIONS**

Monitors supplies of the Concession Stand and notifies Community Center Coordinator when it is time to reorder.

Completes opening and closing procedures during each shift.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Have some experience in food, beverage and cash handling. As well as customer service experience. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

## **SPECIAL REQUIREMENTS**

Must possess a valid Louisiana State ID card.