

Grayslake Park District
240 Commerce Drive
Grayslake, IL 60030
(847) 223-7529
www.glpd.com



Grayslake Community Park District

Concession Assistant Manager

Job Description:

Summary:

The Grayslake Park District is seeking a Concession Assistant Manager. The Assistant Manager is responsible for assisting with the day-to-day operations of the concessions stand at Alleghany Park.

Responsibilities:

- Assists with operations inventories and recommends product purchases
- Assists Manager with concession staff scheduling
- Properly administer all duties associated with opening and closing of concessions daily.
- Operate a food and beverage concessions operation. Handle and serve food.
- Handle cash transactions. Count register bank and change bank. Properly record and secure deposits/close outs on a daily basis.
- Coordinate facility appearance and cleanliness. Clean and organize concession stand. Assist in maintaining the concession stand appearance and overall cleanliness.
- Help and interact with customers and answer and Park District concessions' questions.
- Follow reporting procedures as required for situations and emergencies.
- Be familiar with all Park District policies and procedures develop the ability to make decisions within Park District regulations.

Qualifications:

- Include information about years of experience, education level, etc. and any characteristics (i.e., responsible, takes initiative, etc.)
- Must be at least 18 years old
- Previous experience in food preparation, sanitation and hygiene preferred. Must obtain a food handlers safety certificate.
- Previous experience of proper cash handling practices is required.
- Must be great with people and possess great customer service skills
- Must work well independently and with concessions coworkers.
- Must be able to work evenings, and weekends. Regular and reliable attendance is an essential function of the Assistant Concession Manager's position.
- CPR Certified, or the willingness to obtain certification within the first six months of job
- Must pass a background check

Schedule:

Must be able to work weekday evenings (5-10pm) and weekends (Saturday and Sundays, 8am-10pm)

Rate:

Starting at \$10 per hour, depending on experience

Application Deadline:

3/23/20

To Apply:

Download an application at www.glpd.com/employment and submit it to tputkonen@glpd.com

Questions:

Contact Tracy Putkonen at tputkonen@glpd.com or 847-223-7529