



## **Grayslake Community Park District**

Concession Manager

### **Job Description:**

#### **Summary:**

Under the supervision of the Recreation Supervisor, the Supervisor will lead with the operation of the concession stand and provide a safe and enjoyable experience to all participants.

#### **Responsibilities:**

- Must be 18 years of age or have a work permit.
- Must be a certified food handler
- Must possess basic arithmetic skills.
- Must have basic computer skills in order to operate the register
- Must be honest, dependable and courteous Duties and Responsibilities
- Sell concession items in a quick, pleasant, sanitary and orderly manner.
- Learn and apply the proper food preparation techniques.
- Maintain clean and orderly food preparation and eating areas.
- Abide by health department rules.
- Abide by Grayslake Park District rules, regulations and ordinances.
- Be courteous to all customers.
- Follow proper procedures for money handling and cash register use.
- Notify the concession manager when supplies are running low.
- Follow proper opening and closing procedures.
- Wear the assigned uniform at all times. Wear gloves when handling food.
- Attend meetings and training as assigned.
- Oversee operations of the Concessions Stand Area.
- Assume authority of the inventory and control of products to ensure consistency and prevent fraud.
- Gain knowledge of Illinois Department of Public Health (IDPH) and the Lake County Health Department standards to ensure a safe and sanitary food-handling environment.
- Provide on-going training to subordinate staff in the aforementioned standards.
- Resolve staff disputes and customer complaints in a tactful and mature fashion.
- Market products in an effective and ethical manner.

#### **Additional Duties and Responsibilities**

- Be knowledgeable of phone locations and the telephone numbers for the police, fire and paramedics
- Perform related work as required by the Recreation Supervisor.

**Physical Demands:**

- May feel stress from being held responsible for quality concession service.
- Must be able to resolve differences and problems with patrons and staff.

**Physiological Considerations:**

- May encounter long periods of sitting, standing, walking.
- May experience various temperatures.
- May have to lift up to 50 pounds.

**Qualifications:**

- Experience: Individuals 18 years or older (by May 15, 2020) who have experience working in food service.
- Skills: Cash handling, inventory control, customer service, and employee relations. Prior supervisory experience a plus.
- Certifications: First Aid, CPR and AED certification is required or willingness to obtain within 2 weeks. Certification classes are offered by the Park District. Pass training by the Lake County Health Department in Food Handling.
- Competencies: The ability to learn new skills and be able to work independently along with Ability to work with others.
- Must pass a background check

**Schedule:**

- Must be available mid-April through mid-October
- Monday through Friday 4:00-10:00pm and Saturday and Sunday 7:00am-10:00pm

**Pay Rate:**

\$12 - \$15 per hour

**Application Deadline:**

March 31, 2020

**To Apply:**

Download an application at [www.glpd.com/employment](http://www.glpd.com/employment) and submit it to [tputkonen@glpd.com](mailto:tputkonen@glpd.com)

**Questions:**

Contact Recreation Supervisor Tracy Putkonen at [tputkonen@glpd.com](mailto:tputkonen@glpd.com)