

## **POSITION DESCRIPTION**

TITLE: Sports and Concessions Specialist, Parks and Recreation

CLASSIFICATION: Management/Laborer

GRADE/SALARY RANGE: Starting at \$11/hr (35 hours/wk)

SUPERVISED BY: Park Director

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## **FUNCTIONS AND RESPONSIBILITIES**

- 1) Organizes, schedules, instructs and evaluates programs such as youth, adult, and senior recreational activities which may include aquatics, basketball, volleyball, baseball, softball, soccer, day camp, home school, tournaments, and special events
- 2) Schedules and conducts skill clinics
- 3) Prepares and maintains seasonal schedules and flyers for recreation programs and special events Assists with program and special event marketing
- 4) Recruits, assigns and schedules players, coaches, referees, volunteers, score keepers and other game officials Oversees contracted positions
- 5) Conducts training for officials
- 6) Provides various types of informational classes from assigned area of specialty
- 7) Prepares and maintains records of activities and participants and provides various reports as required
- 8) Accepts registrations and applications for programs, collects fees, and responds to public inquiries regarding programs
- 9) Prepares and maintains records of fees collected
- 10) Assists in proposing and enforcing rules and regulations
- 11) Makes budget recommendations and manages budget related to assigned recreational programs or operations
- 12) Prepares revenue/expense reports following completion of program/special event
- 13) Maintains inventory for assigned areas
  - a. Develops plans and specifications for equipment and supply purchases
  - b. Receives and verifies receipt, quality and quantity of supplies, materials, equipment, and other goods against purchase orders
- 14) Conducts customer service including responding to phone calls, greeting and assisting patrons at recreational facilities, inputting information into the computer, and handling monetary transactions
- 15) Manages for inventory control, ordering and storage of items necessary for efficient concession operations
- 16) Minimizes opportunities for waste of product
- 17) Maintains cleanliness of food and beverage facility, inside and adjacent outside areas, including specified eating areas
- 18) Keeps abreast of all issues related to security and safety, including knowledge of local health and sanitation requirements, rules and regulations

- 19) Ensures preparation of all menu items at highest possible quality
- 20) Assesses service issues including line speed and proper staffing to address any and all volume levels
- 21) Ensures customer service is perceived by park users as courteous and efficient
- 22) Ensures that all food and beverage staff is in compliance with established rules, regulations and policies
- 23) Supervises all aspects of concessions staff including scheduling, safety, appearance, new employee orientation and initial training
- 24) Monitors food and beverage budget on daily, weekly and monthly schedules via established set of systems and procedures for tracking sales, cost and profit revenues
- 25) Maintains strict cash control and accounting for daily cash register transactions
- 26) Reports daily and weekly numbers and personnel issues to supervisor in a timely manner
- 27) Fosters a work environment characterized by open communications, interaction and the sharing of information pertinent to the success of the food and beverage operation
- 28) Runs errands as necessary for completion of job duties

### **MINIMUM REQUIREMENTS**

*\*Any combination of education, training, and experience providing the following knowledge, skills, and abilities*

- 1) Problem solving and conflict resolution
- 2) Strong communication skills both verbal and written
- 3) Knowledge of the principles of administration and the methods of organizing and staffing
- 4) Ability to plan, schedule, organize, implement and evaluate parks & recreation grounds keeping practices
- 5) Must possess an understanding standard English and be able to perform basic math calculations
- 6) Ability to establish and maintain effective working relationships with supervisors and staff
- 7) Ability to manage and organize multiple projects and tasks simultaneously
- 8) Ability to maintain appropriate level of confidentiality for both written and verbal information
- 9) Ability to establish and maintain effective working relationships with employees, community leaders, City officials, and the general public
- 10) High School graduate or equivalent GED
- 11) Maintain Certification in CPR, AED, and First Aid

### **SPECIAL CONDITIONS**

- 1) Must possess and maintain a valid Motor Vehicle Operator's license
- 2) Must be able to pass a background investigation
- 3) Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision
- 4) Position may require work outside the regularly scheduled program hours