



Concession/Gate Worker - Part-Time - Seasonal

Department: Concessions

Reports To: Concessions Manager

Summary

Performs responsible semiskilled work operating park gates and assisting in the operation of concession facilities for the Parks and Recreation Department; does related work as required. Work is performed under regular supervision.

Duties and Responsibilities include the following:

- Operates park gates and assists in the operation of concession facilities.
- Assists in operating concession facilities.
- Receives and accounts for entrance fees.
- Receives and accounts for concession revenues.
- Operates cash registers and computers in the collection of fees and revenues.
- Dispenses park and Department information.
- Cleans and maintains concession and food area outside of concession stand.
- Accounts for expenses and receipts.
- Completes all required records and reports on a daily basis.
- Provides customer service to patrons, including handling customer problems and complaints.
- Clocking in and out on Timeclock Plus or submitting a timecard if needed.
- Follow all health and safety regulations.
- Responsible for upholding Cabot Parks and Recreation policies and procedures, as well as ordinances set forth by the City of Cabot.
- Ability to understand, follow, and carry out oral and written instructions.
- Ability to work unsupervised.
- Perform any other related duties as required or assigned.

Additional Duties and Responsibilities

Reporting relationships, works assignments, and work schedules may be subject to change in order to meet Department needs or operational requirements. Attendance at work and the ability to get along with public, commission, supervisors, and co-workers are essential elements of this position.

For additional information or full job description contact the Concessions Manager at 501-605-1506