

**City of Valley Falls
Job Description**

Job Title: Concessions Stand Worker
Department: Municipal Pool
Reports To: Pool Manager/ Assistant Pool Manager
FLSA Status: Non-exempt
Employment Type: Part-Time

SUMMARY

Under the direct supervision of the Pool Manager, this waiting on customers, receiving money, and refilling items as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Follows all City safety rules and regulations.
- Cautions swimmers regarding unsafe activities.
- Cleans office, pool deck, pool and changing room areas. Re-supplies as needed.
- Maintains order in swimming areas.
- Inspects facilities and surrounding area for cleanliness.
- Promptly, courteously wait on all customers. Refill concession items as necessary; inform supervisor of items that need reordering. Cleaning as required.
- Works in office area, collects fees, concession money and tracks pool passes and records daily activity information.
- Performs additional duties and tasks as needed or directed.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- No prior experience is required.

CERTIFICATES, LICENSES, REGISTRATIONS

No certifications or licenses are required for this job.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to talk or hear. The employee is required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move more than 50 pounds. Specific

vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to extreme heat. The noise level in the work environment is usually moderate to loud.

PERSONAL RELATIONS

Daily contact with the general public, co-workers, Assistant Pool Manager, and Pool Manager. Occasional contact with the City Administrator and City Clerk is expected.