



## **St. Bernard Parish, Louisiana**

### **Classification Specification**

## **CONCESSIONS/FIELD WORKER**

### **Purpose of Classification:**

The purpose of this classification is to sell concessions, and assist with field preparation at the St. Bernard Parish Recreation facilities. The primary location is Val Riess Complex. To make sure that the stand/field is clean, safe, and organized. Provide excellent customer service, and maintain a positive environment for park visitors.

### **Essential Functions:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Manage daily receipts, and if worker runs the register, he/she must be responsible for open/close start up bags, and make sure all monies are secured, and accounted for. Receives money and makes correct change for customers. Monitors money in cash drawer to ensure adequate change is available.

All concession workers must do a complete inventory before and after business day, making sure that stands are stocked at the start, during, and end of shift.

Concession workers are responsible for selling and serving drinks, snacks, and food. If the worker sells Beer, he/she must be certified with Alcohol License for proof to sell Beer.

Service customers as needed, always with a pleasant demeanor, and with professionalism. Must be able to multi-task, and stay cool headed and organized. Maintains cleanliness and sanitation of stands. Workers are responsible for making sure all trash is removed throughout the course of the day. Must complete a cleaning checklist by closing of shift.

Stands must meet all standards of the State Department of Health and Hospitals. Must be a problem solver. Effectively communicate with Recreation department management staff concerning issues as they arise.

If worker is assisting with field preparation, must make sure that fields are clear of debris/trash, and ready for safe competition to take place.

### **Additional Functions:**

Clean the stands, including any cooking machines, at the end of each day; Coordinate trash pickup with facilities maintenance staff.

Performs other related duties as required.

### **Minimum Qualifications:**

High School diploma. Ability to interact with the public in a professional manner. Must be able to operate a cash register. Must have a pleasant personality, with appearance being very important. Be reliable and self-sufficient. Must be organized. Must be able to communicate with others, and have good people skills. Must be available to work weekends and evenings.

**Specific License or Certification Required:** Must possess and maintain a valid Liquor license if selling Beer.

### **Performance Aptitudes:**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to work with and apply principles of persuasion and good judgement while dealing with all types of personalities, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information..

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

### **ADA Compliance:**

**Physical Ability:** Ability to operate a variety of automated office machines including computers and

peripheral equipment; ability to use a variety of sports equipment.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, unsafe structures, heights, confined spaces, electric currents and traffic hazards,

*St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.*

