



St. Bernard Parish, Louisiana

Classification Specification

CONCESSIONS - MANAGER ON DUTY (P & R) - PT

Purpose of Classification:

The purpose of this classification is to organize, coordinate and manage concessions at the St. Bernard Parish Recreation facilities. The primary location is Val Riess Complex. To make sure that the stand is clean, safe, and organized. Provide excellent customer service, and maintain a positive environment for park visitors. The work schedule typically requires availability on weekends for morning or evening shifts based on event calendar.

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.

- Oversight and operation of concessions at St. Bernard Parish Recreation Facilities.
- Supervision of concessions staff.
- Cash handling and payment processing.
- Must maintain complete and accurate inventories.
- Setup and breakdown stand daily.
- Service customers as needed, always with a pleasant demeanor, and with professionalism in a fast-paced environment.
- Must be able to multi-task, and stay cool headed and organized.
- Maintains cleanliness and sanitation of stands. Stands must meet all standards of the State Department of Health and Hospitals.
- Handle the preparation of all menu items, consistency being of the utmost importance.
- Ensure that food service is conducted safely, efficiently, and in compliance with regulations.
- Must be a problem solver.
- Effectively communicate with Recreation department management staff concerning issues as they arise.

Additional Functions:

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

Performs other related duties as required.

Minimum Qualifications:

Ability to interact with the public in a professional manner. Must be able to operate a cash register. Must have a pleasant personality. Be reliable and self-sufficient. Must be organized.

Specific License or Certification Required: Must possess and maintain a valid Louisiana driver's license.

Performance Aptitudes:

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. Includes handling cash and managing inventory.

ADA Compliance:

Physical Ability: Light to moderate physical activity. Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to stand for long periods, lifting boxes, and stocking.

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.