

# CONCESSIONS / ADMISSIONS

## 'Job Description'

**Description:** A concessions/admissions/slide watch employee will be responsible for preparing and serving food and drinks to pool patrons, collecting pool admissions fees, and monitoring patron slide use at the top of the slide tower. They should practice excellent personal hygiene, be knowledgeable of safe food handling practices, and able to assist patrons in a courteous manner. They are responsible for collecting correct payment for admission fees and concession stand goods sold. They must also maintain the concession stand and admissions booth, cleaning the areas and all equipment at the end of the day in a manner that fully prepares the area for operation the following day.

### **Examples of Work:**

- Enforce pool rules
- Be in uniform and ready to work at opening time.
- Work according to daily schedule.
- Vacuum pool in the mornings on a weekly basis.
- Monitor slide and enforce safe patron use practices.
- Prepare food for patrons.
- Operate cash register to total sales.
- Collect admissions fees.
- Disburse correct change to patrons.
- Ensure all cash collected and corresponding receipts are transferred to the Pool Manager at the close of the business day.
- Cleaning as assigned by the manager, which may include, but is not limited to:
  - Clean and sanitize food service equipment
  - Empty trash cans
  - Stock beverage coolers
  - Sweep concession area
  - Cleaning and disinfecting restrooms and drinking fountains

**NOTE:** This can never be a thorough listing of all the duties, work, and responsibilities of a concession stand employee. Many little items and situations come up over the course of the summer and may be assigned by a manager.

**Qualifications:** As a disciplinarian, the lifeguard must have an air of leadership, excellent judgment, common sense, assertiveness and good communications skills. As a rescuer, the lifeguard must possess and maintain adequate physical abilities for the time when he/she must make a water rescue. The key to a safe and successful pool is to be a quick disciplinarian, which will prevent a number of accidents from ever occurring.

All applicants for any position with the City shall meet the minimum qualifications established for that position. Each applicant shall complete a job application form. A medical examination or other testing, including drug testing, may be required only after an offer of employment has been made, provided that, such exams or testing are required of all such applicants who are offered employment in similar positions or position classifications. The offer of employment is contingent upon applicant passing required tests and complying with any applicable residency requirements providing required licenses and certifications.

**Training and Experience:** All employees in this position must have completed and be currently certified through a valid lifeguard-training program, CPR, and First Aid. Previous lifeguard experience is preferred but not required.

**Drug Free Workplace:** The City of Seneca will utilize all reasonable measures to maintain a drug-free workplace for its employees, customers, and the general public. The use, possession, sale or distribution of illegal drugs or paraphernalia, the improper or abusive use of legal drugs, or the use of alcohol or other intoxicating substances while on City property or other work locations is strictly prohibited. For the purpose of assuring compliance with the above, employees and applicants will be subject to random drug screening. In addition, the City will comply with all applicable state and federal laws concerning drug screening.

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**I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND AGREE TO PERFORM THE DUTIES LISTED THEREIN IF SELECTED FOR EMPLOYMENT BY THE SENECA AQUATIC CENTER.**

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NAME (Printed)

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SIGNATURE

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DATE