



**City of Batesville  
Job Description  
Job Title: Parks Concession  
Employee (Part-Time)**

**Exempt (Y/N):**

**Shift:** Variable

**Department:** Parks

**Supervisor:** Concessions Manager

**Prepared By:** Brandon Shrader

**Dot Code:**

**Location:** Parks and Recreation Sites

**Employee Name:**

**Date:** 3-8-2017

**Summary:** The Batesville Parks and Recreation Department is seeking a dedicated and reliable individual for this position. This position will provide the right individual an excellent opportunity to become part of a friendly, team oriented work environment. The successful candidate will be responsible for the following which includes but not short of: serving our ball parks, recreation center, and sporting events. We strive to serve quality products and offer excellent customer service. Holding a high standard for employees to meet, while in a fun and inviting atmosphere.

**Essential Duties and Responsibilities** include the following, but are not limited to:

Provide fast, friendly, courteous service.

Handle all cash safely and according to the drawer form procedures, as well as opening and closing procedures of each individual shift.

Take orders and serve guests correctly and efficiently.

Prepare food/beverages (burgers, hot dogs, popcorn, nachos, frozen drinks, sodas, etc).

Clean inside and around the concession stand.

Operate, prep, and clean concession related equipment.

Upsell or induce customers to purchase upgrades or other add-ons in an attempt to make a more profitable sale.

Stock concession stand during slow periods.

Comply with all local, state and federal food and safety laws.

**Requirements:**

Applicants must possess a valid Driver's License. Must be willing to submit to and pass a drug test. Background check will be administered. Ability to lift 25 pound packages on a regular and consistent basis. Must be able to follow standard food safety practices. Must have ability to work in a fast-paced environment and stand for extended periods of time.

**Training**

Training will be provided for all areas of concession areas. You will be educated and expected to use all current rules of our Health and Safety Guidelines, while working with food, equipment, and any cleaners.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens and city employees. Must be able to read, write and speak the English language. Excellent organizational and verbal communication skills.

**Working Hours:**

The Batesville Parks and Recreation is looking for variable hours per week. Need to be available for work throughout the week and weekends.

**Compensation:**

Depending upon experience & qualifications..