**0785 Concessions Coordinator (PPT as of 3/2017)**

**Primary Reason Why Classification Exists**

To perform responsible technical and administrative management work coordinating the staffing and operation of the concessions food service in support of the City’s Parks and Recreation Department.

**Distinguishing Features of the Class**

An employee in this class provides technical and administrative management work coordinating the staffing and operation of the concessions food service for the various City parks and recreation facilities and locations requiring independent initiative. Work requires employee establish, maintain and train a staff of part-time employees sufficient to provide adequate operation of the concessions program. Work is performed under general supervision of the Parks and Recreation Director and is evaluated on the basis of attainment of individual performance objectives, observation, accuracy of reports, and feedback from employees and general public.

**Illustrative Examples of Work**

* Maintains and operates the numerous food concession locations for the City’s Parks and Recreation Department; trains employees on the proper use of food preparation equipment such as grill, steamer, deep fryer, popcorn machine, crock pots, coffee pots, tea maker, etc.; instructs employees on the proper use of cash registers, order taking and receiving cash
* Takes inventory, purchases food items from various vendors; receives supplies and stocks each concession location
* Schedules employees for each location; tracks and monitors work hours for each employee
* Reconciles cash drawers and makes bank deposits; ensures appropriate daily start-up money for each location
* Coordinates inspections by Environmental Health Inspectors to ensure each location meets all standards and is authorized for operation
* Ensures all equipment meets NSF International requirements for food preparation
* Assists, as needed, with other various Parks and Recreation activities which may include driving vehicles to transport participants; provides assistance with various festivals and activities
* Performs related duties as required

**Knowledge, Skills, and Abilities**

* Thorough knowledge of sanitation requirements associated with the preparation and serving of foods.
* Considerable knowledge of qualities of food needed to prepare for the numbers being served.
* General knowledge of the use of various pieces of cooking equipment used in food preparation.
* Knowledge of supervisory practices sufficient to plan, assign, and review the work of assigned staff.
* General knowledge of departmental programs and policies.
* Ability to maintain high standards of personal cleanliness, as well as food sanitation.
* Ability to make arithmetical calculations.
* Ability to follow oral and written instructions.
* Ability to read and understand detailed and complicated policies, procedures and materials that contain specialized words and phrases.
* Ability to establish and maintain effective working relationships with City officials, staff, associates and the general public

**Physical Requirements**

Work is generally classified as light requiring the exertion of up to 20 pounds of force regularly and up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects. Physical requirements include climbing, stooping, kneeling, reaching, walking, standing, pushing, pulling, lifting, fingering and grasping. Employee must have visual acuity to be able to prepare and analyze data and figures for accounting, perform extensive reading, operate a computer and other office equipment, determine accuracy and thoroughness of work, observe general surroundings and activities. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels.

**Working Conditions**

Employee is subject to inside environmental conditions and is typically protected from weather changes except when traveling from/to the various work locations. Employee is subject to hazards including hot temperature food preparation equipment, oils, grills, steamers, etc.

**Education**

Graduation from high school; post-high school course work in Business Management or related field preferred.

**Experience**

One (1) – four (4) years of practical concessions or food service operations experience including supervisory experience.

**Special Requirements**

* Valid North Carolina Driver’s License
* ServSafe Manager Certification

**FLSA Status**: Non-Exempt

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The City of Morganton reserves the right to assign or otherwise modify the duties assigned to this classification.

March 2017