



Job Description  
Minimum Wage: \$9.65/hr.

## Snack Bar Attendant

**DEFINITION:** Under direction from the Recreation Manager, the Snack Bar Attendant assists with the purchasing, stocking, and counting of inventory and counting monies while operating the snack bars at City recreational facilities. May perform other duties as assigned.

**CLASSIFICATION:** This is a part-time, hourly position with no benefits.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

### TASKS:

- Open and close the Riverfront Park Snack Bar at designated times.
- Operate cash register; accept payments and make accurate change.
- Balance daily cash against the cash register tape at the end of assigned shift.
- Take snack bar orders; prepare, store and serve food in accordance with established health regulations. Must have Food Handlers Permit.
- Operate various concession equipment, appliances and utensils; ensure equipment and utensils are in proper working order.
- Clean and sanitize all dishes, equipment, utensils, concession stand and storage areas according to policies and procedures.
- Ensure the compliance of departmental policies regarding hygiene, health, safety and sanitation procedures.
- Report complaints, problems and needs concerning equipment and food supplies to supervisor (such as defective, damaged or lost utensils, supplies and equipment, spoiled or unattractive food, and menu complaints).
- Prepare accident and incident reports and communicate all incidents to immediate supervisor.
- Keep all public (officials, employees, patrons, etc.) out of snack bar area.
- Take inventory of products
- Count and reconcile monies
- Clean counters, floors, refrigerators, microwave and other equipment
- Interact professionally with patrons, co-workers, supervisors and the public.
- Maintain and inventory all equipment

**HOURS:** Must be able to work split shifts, weekdays, weekends and/or evenings as assigned.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_ R. Bigelow 3/6/13

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