



Job Description – Seasonal Concession and Admissions

Title: Concession/Admission Team Member
Reports To: Concession Manager/Pool Manager

SUMMARY

Concession and Admission team members are responsible for performing a variety of duties to prepare the Concession and Admissions area for the demands of the customers. The Oasis is open seven days a week throughout the summer. Concession and Admissions team members usually work 15-35 hours per week. Shifts will vary based on weather, day of week, time of day and availability of workers.

QUALIFICATIONS

Applicants must be 15 years of age or older and must be able to work in a team atmosphere, display good customer relations skills and maintain cash controls.

DUTIES AND RESPONSIBILITIES

Essential Job Functions Concession and Admissions

1. Greet and Serve customers in a timely manner with a smile and pleasant attitude.
2. Ability to report to work fifteen minutes before scheduled shift.
3. Wear and maintain clean uniform while on duty.
4. Ability to maintain good public relations at all times by being helpful and cheerful.
5. Ability to perform the job safely and in compliance with company policies, procedures, work and safety rules and the employee manual.
6. Maintain excellent personal hygiene, including regular washing of hands.
7. Maintain work-area as neat, orderly, and clean as possible and maintain productivity during slow times as well as work efficiently during high demand times.
8. Ability to work well in a team environment and communicate with other team members effectively and respectfully.
9. Responsible for proper handling of cash, assigned bank and cash register operations.

10. Process all cash, check, credit card and The Oasis Card program transactions in financially prudent manner.
11. Performs end of shift cash handling procedures and/or closing cash handling procedures as required.
12. Face all money correctly in cash drawer.
13. Cleans and sweeps working area (inside and outside) throughout day and at end of the day and assists with overall day end cleaning procedures.
14. Removes all trash from daily operation to dumpster regularly.
15. Wipes off counters, clean windows and equipment throughout day.
- 16.** Performs other duties assigned.
17. Stocks and displays products for sale to patrons and replenishes, as necessary.
18. Ability to self-start tasks, and to be independent while working, sometimes working alone.

Concession ONLY

19. Prepares concession products according to instructions.
20. Helps to minimize waste by cooking less food when attendance is low.
21. Cleans and sterilizes all food service equipment and utensils at end of day.
22. Follows all appropriate local and state health department rules and regulations including safe food handling procedures at all times.

PSYCHOLOGICAL CONSIDERATIONS

1. Must work closely with co-workers and the general public.
2. Experiences ongoing concerns for all safety and liability issues.
3. Must have ability to deal with other people under stressful situations.
4. May have to work under stressful situations when First Aid or CPR are required.

PHYSIOLOGICAL CONSIDERATIONS

1. Lifting is occasional, usually 30 pounds or less.
2. Must respond to situations quickly and accurately.

ENVIRONMENTAL CONSIDERATIONS

1. May be required to work during various weather conditions, including hot temperatures.

COGNITIVE CONSIDERATIONS

1. Must be knowledgeable about all concession and admissions operations and constantly strive for improvement.
2. Must use good judgment at all times and be aware of immediate surroundings.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, deadlines, personnel changes, workload and technological development, etc.

Employee Printed Name
