



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Food Concession Coordinator	Position Control No: XX-XX-XX-XX
Classification-Series: Recreation Program Specialist I	FLSA Status: Non-Exempt, Seasonal PT varying hrs/wk
Occupational Grouping: Labor & Trade Services	Union - Grade: NON-UNION - Grade 5
Organizational Unit: Recreation Department	Primary Job Location: Arena, Portland Avenue

JOB SUMMARY: Performs various duties in the operation and management of the arena food concession including food preparation, cashier, cleaning, staff scheduling and ordering of food and supplies. This is a seasonal, part-time position.

ACCOUNTABILITY: Operates under the general direction of the Arena Facility Manager and/or Arena Sales and Marketing Manager. Work is completed with some degree of independence and is evaluated by inspection of work upon completion.

SUPERVISION EXERCISED: Serves as lead worker for other Concession Attendants.

TYPICAL EQUIPMENT USED: Computer; telephone; copy and facsimile machines; process control instruments and controls; food processing & handling equipment.

TYPICAL WORK ENVIRONMENT: Inside: 100% Outside: 0%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Prepares food using appropriate preparation and cooking equipment.
2. Assembles food orders and delivers to patrons.
3. Maintains clean work area conforming to acceptable sanitary standards for food establishment.
4. Receives cash payments, makes change and operates cash register.
5. Records transactions, makes cash deposits and reconciles cash receipts.
6. Monitors inventory of food and supplies, prepares and submits orders as needed.
7. Prepares food concession staff schedules.
8. May assist other Arena staff performing other work.
9. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
10. Maintains familiarity with and executes safe work procedures associated with assigned work.
11. Perform related work as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.</p>	<p>PUSH/PULL: Frequently required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Occasionally required. SQUATTING: Occasionally required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Occasionally required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 1 hour Stand: 6 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 1 hours Stand: 4 hour Walk: 1 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Smelling required to detect noxious odors and burnt food odors.</p>
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TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter, table, carpeted floor, tile, wood and concrete floors; rough, wet, icy and slippery surfaces.

TYPICAL CONTROLS USED: Cash register, key board, key pad and computer mouse; electrical & mechanical controls.

SUMMARY OF OCCUPATIONAL EXPOSURES: Prolonged periods of standing and moving behind counter; exposure to heated foods/liquids and heating equipment; exposure to air conditioned/refrigerated environment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Demonstrated oral and written communications skills. Ability to follow oral and written orders, directions and instructions, and abides by the rules and regulations of the department. Skill in counting money and giving change. Ability to understand oral and written instructions. Ability to effectively deal with the general public. Ability to establish and maintain effective working relationships with employees and the general public.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Minimum two years High School and customer service experience in areas including fast food service and cashiering.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input checked="" type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established: 7/1/96

Job Description Developed:

Revised:04/11/17