

## ATHLETIC COMPLEX CONCESSION ATTENDANT

**REPORTS TO:**  
Concession Leads / Athletic  
Complex & Sports  
Coordinator

**EMPLOYMENT CATEGORY:**  
Part Time, Limited Term

### **GENERAL DESCRIPTION:**

Under the direction of the Recreation & Community Enrichment Director, the Athletic Complex Concession Attendant is responsible for staffing the Athletic Complex Concession Stand during weekday evening games and tournament weekends. This position is an essential part of the operations of the Athletic Complex, helping to ensure that visitors to the park have the best experience possible. It is the primary responsibility of the Concession Attendant to enforce facility rules, implement safe recreation practices, sell concessions, and clean and maintain the facility. Must be able to work independently and provide warm and inviting atmosphere for participants.

### **HOURS:**

#### **Preseason (10 hours)**

March and early April will have intermittent hours related to training and preparing for the season.

#### **High Season (150-200 hours)**

April 15-August 31:

Monday – Thursday, as needed: 4:30 – 8:00 pm

Tournaments:

- Friday 4:00 pm – 8:00 pm\*
- Saturday 7:00 am – 8:00 pm\*
- Sunday 7:00 am – 8:00 pm\*

*\*Time may vary\**

#### **Post Season (25-40 hours)**

- Tournaments, as needed
- Post season clean up

*\*All shifts will vary between the hours posted above.*

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Open/close concessions for tournaments and regular weekday games
- Provide direction in the event of an emergency
- Perform general cleaning of the concession house

- Provide verbal and written reports to Athletic Complex Concessions Leads
- Report acts of vandalism and/or equipment needing repair
- Work at concession stand
- Respond to guest inquiries
- Assist in resolving concerns, incidents, and complaints from participants and the general public
- Uphold Village brand through high level of customer service
- Follow all Recreation & Community Enrichment Department policies and procedures
- Return all keys and any equipment before his/her final check is issued
- Any other related tasks as directed by the Recreation & Community Enrichment Director

**QUALIFICATIONS NEEDED:**

- Experience and comfort in money handling and running daily cash drawer reports
- Experience or ability to work with a wide variety of community non-profit organizations
- Ability to interact with the public in a positive and courteous manner
- Ability to walk, stand, bend and kneel for extended periods, lift heavy objects, and perform strenuous physical labor
- Ability to follow oral and written instructions
- Ability to work with and take direction from others on assigned projects
- Ability to enforce the rules of the facility to guests and event organizers, which at times may require direct, intentional communication
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- Required to pass a background check

**WORKING CONDITIONS:**

Work environment will be performed under a variety of weather conditions.

**Pay:**

Starting \$13

FLSA: Non Exempt

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Village retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment, to be proper.

Formal application, rating of education and experience; oral interview and reference check, job related tests may be required.

The Village of DeForest is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

