

Beechwood Recreation Association Job Description

Job Title: Concession Worker

Minimum requirements: 14 years of age, valid work permit, Beechwood Recreation Association member, current food handler's certification

Supervisor: Pool Manager

Job Summary

Position is responsible for preparation and serving of food, keeping kitchen equipment and facility clean, restocking, and handling money and making change.

Essential Duties

1. Follows procedures in food preparation, use and care of equipment, and personal habits to assure that sanitation standards are met as required by the Virginia Department of Health.
2. Follows standards of safety in preparing, storing and serving food as required by the Virginia Department of Health.
3. Serves customers promptly and courteously
4. Accurately assesses charges for items, makes change, and accurately figures tabs.
5. Counts the money at the end of the day and prepares the end of day report.
6. Restocks supplies and maintains a shopping list to replenish inventory.
7. Cleans assigned work area to include counters and equipment inside, tables and grounds outside, and empties trash.
8. Performs other duties as assigned.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Ability to read and write in English and follow written and oral instructions. Possession of, or the ability to obtain Food Handler's certification. Must be able to perform addition and subtraction to make change and keep tabs. Ability to follow safety precautions to avoid personal injuries. Ability to complete written forms and records. Desire to put forth best effort in all assigned duties.

Working Conditions & Physical Requirements

Must have the ability to stand for extended periods of time. Must be able to work alone, see and read printed material, and speak in audible tones so that others may understand clearly. Must have the physical agility to lift and carry up to 30 pounds and to bend, stoop, walk and reach overhead.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the Pool Manager. The Beechwood Recreation Association reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have received a copy of this job description and understand the contents.

Employee Name _____ Signature _____ Date _____
(Print)

Revised 3/11