

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Seasonal Amenities Concession/Admission
Management

POSITION CONTROL NUMBER: Various

FLSA STATUS: N

POSITION DESCRIPTION

Oversees daily operations at the Mini-Train, Carousel, and/or Adventure Cove. Positions are placed at a variety of locations. Performs other duties as assigned. This position is supervised by the Amenities and Community Events Supervisor.

This position is an Intermittent temporary, non-benefits eligible position. Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion.

WORK PERFORMED.

60% Supervision. Schedules and directs staff. Completes cash reports as required. demonstrate customer service, Follows and enforces KDHE licensing health codes. Monitors inventory levels and orders product. Completes daily duties as assigned.

30% Customer Service. Staffs concession stands and sells product as needed. Sells tickets and products to patrons as required. Uses a computer-based cash register system. Accurately handles cash transactions & counts change. Possesses a sense of integrity and commitment to internal and external customer satisfaction demonstrating passion for excellence. Demonstrates and teaches strong customer service.

10% Other Duties as Assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Microsoft Office
- Internet/Civic Rec
- Functions of the various Shawnee County Parks + Recreation divisions.
- Federal, State and County laws, resolutions, rules and regulations.
- KDHE Licensing

Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations.
- Think critically and analyze data.
- Use computer software programs.
- Communicate effectively, both orally and in writing, using the English language.

Shawnee County Position Description

Intermittent – Seasonal Amenities Concession/Admission Management (various)

- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.
- Operate various office equipment.
- Handle cash and make change.
- Oversee staff.
- Make schedules and complete cash reports
- Resolve conflict.
- Strong decision making and analytical abilities.

Skill in:

- Strong communication/listening skills

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing		X			Lifting-50 lbs.		X			Around Moving Machinery	X			
ARMS					Carrying			X		Driving Automotive Equipment	X			
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes	X			
Lifting-50 lbs.		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling		X			Squatting		X			Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing		X			LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision				X	Carrying		X			Irregular Surfaces	X			
VOICE					Climbing		X			Moving Objects	X			
Talking				X	Jumping		X			In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting-50 lbs.		X			Temperature and Humidity		X		

EQUIPMENT USED

Personal Computer

Printer

Telephone

Office Furniture

Fax Machine

Photocopier

Misc. Office Equipment

iPad Tablet Computer

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MINIMUM QUALIFICATIONS

Sixteen (16) years of age.

If 18 years old or above, must have a valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to lift fifty (50) pounds.

Must be available to work a wide range of schedules, including evenings, weekends and holidays. May be required to work weekends.

Required to pass a pre-employment physical and drug screen and review of driving record.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 9/19

Revision History: 05/25