

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Seasonal Sports Concessions

POSITION CONTROL NUMBER: Various

FLSA STATUS: N

POSITION DESCRIPTION

Staffs concession stands and sells tickets and products to patrons at various Parks & Recreation Sports venues. Practices strong customer service skills. Performs other duties as assigned. 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.

50% Cashiering. Uses a computer-based cash register system. Accurately handles cash transactions & counts change. Follows KDHE licensing health codes. Completes daily duties as assigned.

40% Customer Service. Possesses a sense of integrity and commitment to internal and external customer satisfaction demonstrating passion for excellence. Demonstrates 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.
- 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.

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- Complete cash reports
- Resolve daily conflicts
- 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

Computer	Office Furniture	Misc. Office Equipment
Printer	Fax Machine	iPad Tablet Computer
Telephone	Photocopier	

MINIMUM QUALIFICATIONS

Sixteen (16) years of age.

SPECIAL REQUIREMENTS

Required to lift fifty (50) pounds.

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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.

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

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