

Oak Forest Park District -- Job Descriptions

Concession/Golf Personnel

Summary

The Concession/Golf Personnel is responsible for the daily operation of the Miniature Golf Course and Concession Stand.

The Concession/Golf Personnel is responsible for performing the essential functions as outlined in this analysis. This is a seasonal position, working 8 to 24 hours a week.

Qualifications

Must show leadership abilities and be self-motivating.
First Aid and CPR Certification desired.

Immediate Supervisor

Concession/Golf Personnel are under the direction of the Manager

Essential Functions:

1. Responsible for the daily operations of the Concession Stand and Golf Course.
2. Attend to all patrons utilizing the Golf Course and Concession Stand.
3. Be friendly, helpful and cheerful to all patrons and fellow employees.
4. Maintain banks, chart sales, balance the register and deposit money at the end of your shift.
5. Stock concession supplies.
6. Inventory all concession and golf supplies.
7. Must follow all safe food handling processes.
8. Maintain and clean all areas; concessions building, golf course, bathrooms, walkways, playground and pavilion.
9. Report all broken equipment to the manager.
10. Check weekly schedule of events for picnics, birthday parties and special events.
11. Prepare and assist in the preparation of all Birthday Parties.
12. Be on the alert for possible accidents occurring on the outside area as well as the inside area, to include pavilion/picnic area and golf course.
13. Prevent accidents through the enforcement of all Park District policies, rules, regulations and ordinances governing the conduct of all persons participating in such activities.
14. Assist and perform all other duties as assigned by the Manager, Recreation Supervisor or Superintendent of Recreation.

Marginal Functions:

1. Maintenance of common areas
2. Cleaning up debris left in the Park.
3. Able to lift up to 50 lbs.

Psychological Considerations:

1. Must be able to resolve problems that arise from patrons utilizing the park.
2. Adapting to and handling situations that arise, that may or may not be under your control.
3. Must be able to be flexible in scheduling.

Physiological Considerations:

May work in high temperatures and humidity

Environmental Considerations:

Will be exposed to various weather conditions, including high temperatures and high humidity.

Cognitive Considerations:

1. The ability to resolve differences fairly and with good judgement.
2. Must possess good safety awareness and judgement.