

**Mecosta County Park Commission**  
**Job Description**  
**SEASONAL PARK CONCESSIONS WORKER**

**General Summary:** Under the general supervision of the Park Manager and Office Manager, participates in all functions necessary to operate a county park retail and concessions service. Follows established policy and procedures ensuring facility cleanliness, food safety and stocking of goods. This individual may be required to fill-in with office ranger duties when needed and must be willing to float between all Mecosta County parks if necessary. The employee should be able to recognize and report any situations requiring attention to management and follow direction to assist in providing remediation to any such conditions. Examples: complaints, malfunctioning equipment, unsafe food service conditions, damaged or missing retail goods.

**Conduct:** Conduct, both inside and outside the park boundaries, whether in uniform or not, should convey a favorable impression to the public and never reflect negatively upon the Mecosta County Park Commission. Employee is expected to remain professional at all times while interacting with patrons, management and co-workers.

**Drug Free Workplace Policy:** Acknowledgement and compliance with the County of Mecosta Drug Free Workplace Policy is a condition of employment. Passing of a pre-employment physical is a requirement of this position.

**Hours of Work:** Due to the nature of the job, employees will be expected to work weekends and holidays. Employee shall report to work on time and stay on duty for their entire scheduled shift but may be sent home during slow business periods or inclement weather. A standard work week consists of up to forty hours per week, five days a week, with two days off per week. Employee will leave and return on time when utilizing meal and break periods. Work schedules, days off, break periods, etc., will be determined by the Park or Office Manager. Additional work hours may be required of the employee due to unusual circumstances (emergencies, employee absenteeism, exceptional park usage, etc.)

Minimum Entrance Requirements: Applicant must be at least 16 years of age. Applicant must have good computer skills. Customer service and food service experience preferred. Applicant should be a self-motivator and demonstrate good communication skills.

**Typical/Essential Duties:**

- Providing friendly and efficient customer service.
- Ensures store is kept clean and organized with prioritized retail items are being promoted.
- Complete sales transactions, accepts payment, and provides accurate change
- Responsible for balancing of cash register and inventory at the end of each shift
- Prepares concessions style food items in compliance with safety standards
- Operates cooking, warming, and popping equipment in a safe and consistent manner
- Stocks concession and retail supplies. Makes notations for management when stock is low.
- Cleans inside retail and concession space, food service equipment, cooking equipment, and utensils
- Clean outside public space including tables, floors, and windows.
- Picks-up trash on a routine basis from interior and exterior of building
- Is conscious of safety or security issues and reports to management.
- Performs other work-related duties as assigned by management
- May be required to do some restroom stocking and cleaning.
- Lifting requirement: all employees be able to lift at least 35#.

The above statements are intended to describe the general nature and the level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list. This position also includes all jobs/duties assigned by park management or their superiors.

As a potential employee for the Mecosta County Park Commission, it shall be understood that the nature of this position may require you to temporarily work in another Mecosta County Park location or assist with other duties as needed.

I have read the above job description and understand that the duties listed above are general in nature and not all-inclusive. I also understand that I may be temporarily transferred to another park if it is deemed necessary by the Mecosta County Park Commission. Additionally, I understand that this is hourly at-will (and can be terminated with or without cause) position that may require more than a forty-hour workweek during the peak operating season in order to fulfill my responsibilities.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_