



# JOB OPPORTUNITY

THE CITY OF ST. JOSEPH • CITY HALL-HUMAN RESOURCES  
1100 FREDERICK AVENUE • ST. JOSEPH, MO 64501  
(816) 271-4670

## SEASONAL POSITION

**Position:** Concession Attendant - Golf Course  
**Wage Rate:** \$7.25/hr  
**Closing Date:** Open Until Filled

### Job Summary

Responsible for performing duties associated with the operation of concessions, outings and tournaments, banquet/meeting events, as well as regular concessions at Fairview Golf Course. (Hours vary according to workload.)

### Essential Duties and Responsibilities

1. RESPONSIBLE for the operation of concessions and personnel.
2. KEEPS accurate inventory of all concessions and reports needed concessions items to Supervisor for purchase.
3. ASSISTS in set-up and clean-up of concession stand and the surrounding vicinity, to include but not limited to, inside the concession stand, restrooms and immediate open areas around concession, snack bar, patios and locker rooms.
4. RESPONSIBLE for receiving and filling food and beverage orders as well as preparation of these items.
5. RESPONSIBLE for handling daily cash receipts and ASSIST with deposits.
6. SERVES alcoholic beverages at concessions where alcohol is served.
7. RESPONSIBLE for verifying customer's age to confirm legal age to purchase alcohol.
8. COORDINATES re-stocking of concessions.
9. ENFORCES rules and policies of Fairview Golf Course.
10. ASSISTS in picking up trash in and around clubhouse facility during slow times as assigned by Supervisor.

### Other Duties and Responsibilities

1. PERFORMS all other related duties as assigned.

### Employee Behavior and Conduct

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

### Required (Essential) Knowledge, Skills and Abilities

1. EXPERIENCE in food handling and preparation, operation of cash register and handling of alcoholic beverages.
2. MUST be available to work irregular hours and at various intervals, including late evenings, weekends and holidays.
3. WHEN hired must be prepared to work odd hours and in extreme weather.
4. ABILITY to perform basic accounting procedures.
5. ABILITY to communicate effectively orally and in writing.
6. KNOWLEDGE of cash register operations and ability to accept money and disburse correct change to customers.
7. ABILITY to deal effectively with customers where high volume of transactions occur in a relatively short period of time.
8. ABILITY to lift objects weighing between 10 to 50 pounds.
9. MUST be at least 21 years of age to handle alcoholic beverages.

### Material and Equipment Directly Used

Uses a variety of equipment included, but not limited to, cash register, calculator and food preparation equipment such as coffee maker, grills, fryers and microwaves. Uses a variety of equipment for light cleaning purposes such as mops, brooms and other general cleaning supplies. There may be times when use of personal vehicle may be required.

### Working Conditions/Physical Requirements

Work is primarily performed in a sheltered concession building under a range of extreme weather conditions such as cold, heat, wind and rain. Requires physical activity such as standing, lifting and other activities normally required in the performance of gate keeping and concession operations. Frequently lifts and carry objects weighting 10 to 50 pounds. Vacation and other leave scheduling shall be requested of and approved by the appropriate supervisor.

### Education

High school diploma or equivalent preferred. In concessions serving alcoholic beverages it is preferred for employees to be 21 years of age.

AN EQUAL OPPORTUNITY EMPLOYER

The City is a Governmental entity subject to Section 504 of the Rehabilitation Act of 1973, which requires that otherwise qualified handicapped individuals be protected from discrimination.

03/16/11