

**Worcester County Department of Recreation & Parks
6030 Public Landing Rd
Snow Hill, MD 21863**

Position Title: **Program Monitors for Concessions
Temporary - Grade 8/Step 1- \$12.64 Hourly**

Department: **Recreation & Parks Department**

Date: **September 2019**

Reports to: **Recreation Superintendent**

Position Summary: It is the responsibility of the Concessions Program Monitor to help supervise, oversee, and manage the concession stand. At times other duties may include to help supervise, oversee, and manage recreation sports programs, evening and weekend front desk duties, and security building monitoring in the gymnasium area. This is in conjunction with the Recreation Superintendent. The successful Concessions Program assist in a variety of duties to enhance the enjoyment of all special event participants and concession stand customers.

General Requirements:

- Pre-employment background check.
- Must be at least 14 years or older.

Position Duties:

Essential:

- * Greet all participants and the general public in a friendly and courteous manner.
- * Provides general recreation and parks information to the public.
- * Help supervise, oversee, manage, and work the concession stand as assigned.
- * Set up and clean up all necessary equipment for the concession stand.
- * Make sure the concession stand is ready to open to the public upon the designated time. Food is prepared, supplies are replenished, area is clean, etc.
- * Monitor the concession stand during the special event to make sure that all participants and customers are behaving in a safe, responsible manner.
- * Notify the Recreation Superintendent or Program Manager on duty, of any progress or problems during event.
- * Collect payments, gives receipts, and deposit all money for all fees received (if necessary for special events).
- * Collect payment for all concession items and use proper procedures of handling money.
- * Remain on site until all participants have left the area.
- * Promote the Worcester County Recreation programs to the public in a positive manner.
- * Follow accident and incident procedures as outlined in the emergency procedures manual for part-time staff.
- * Must be able to maintain confidentiality and a professional attitude at all times.
- * Adhere to the Worcester County Government Personnel Rules & Regulations;

- * Performs all other duties as assigned.

Required Knowledge, Skills, & Abilities:

Mental Effort:

- * Exhibit the ability to solve practical problems which may include a variety of variables with limited standardization and the ability to interpret instructions.
- * Exhibit mathematical calculations involving addition, subtraction, multiplication and division.
- * Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers.
- * Ability to apply acquired knowledge to increasingly varied and complex tasks.

Physical Effort:

- * Perform light work which includes; exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently, and exerting a negligible amount of force constantly to move objects.
- * Possess vision clarity from a distance up to and beyond 20 feet. Possess the ability to judge distance and space relationships, so as to be able to see objects where they actually are.

Machines, Tools & Equipment:

- * Possess the basic abilities to carry and set up sport equipment.

Working Conditions:

- * Employee is subject to a hot gym, concession stand, and/or field environment with an average noise level.
- * Must be willing to travel throughout the County to work satellite concession stands, all programs and events do not take place at the Worcester County Recreation Center.

Education, Experience and Training:

- * Must be at least 18 years of age.
- * A criminal background check and child abuse clearance must be performed for employment.
- * Possess the ability to become familiar enough with details of the job to do it reasonably well within 2 weeks or less.
- * Dress and act appropriately at all times, serving as a positive role model for youth.

Safety Analysis:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Medium Work; Constant viewing, hearing, talking, and lifting up to 10lbs; Frequent standing, carrying, pushing, pulling, walking and lifting and moving of objects up to 25lbs; Rarely up to 50lbs. Known hazards include risks associated with heat, humidity, noise, poor ventilation, slippery and uneven surfaces, weather and vibration. Work environment involves everyday risks typical of such places as parks, playgrounds, and swimming pools. Environment may also involve Exposure to adverse, inclement weather conditions.