

**CITY OF MIAMISBURG
PARKS AND RECREATION DEPARTMENT
POSITION DESCRIPTION**

Class Title:	Concessions Cashier	Civil Service:	Unclassified
Department:	Parks and Recreation	Bargaining Unit:	N/A
Division:		FLSA Class:	Exempt
Hours:	Seasonal	Location:	Mound Golf Course

General Purpose:

This position is responsible for assisting in the course admissions and food service operation at the Mound Golf Course while providing excellent customer service.

Educational & Experience Requirements:

Customer service and computer experience highly preferred.

Position Qualifications:

Basic understanding food and money handling procedures, ability to add and subtract and make correct change. Knowledge and familiarity with computers.

Supervision Received:

Works under the guidance and direction of the Facility Manager and Head Cashiers.

Supervision Exercised:

None

Position Responsibilities:

Maintains a positive attitude in handling public and daily operations including mindful consideration of profit & loss.

Responsible for all personal daily cash handling and computer transactions.

Assists the public with questions regarding the Mound Golf Course. Strives to be the “best source of information”.

Responsible for assisting Facility Manager and Head Cashiers with the closing of cash drawers and completing daily cash reports at the end of the day.

Conducts hourly inspections and cleaning of vending machines and patio area. Stocks vending machines as needed.

Responsible for assisting Facility Manager and Head Cashiers with the operational responsibilities as needed.

Store, prepare and serve food according to the Health Department Standards.

Maintains a positive attitude in handling public and daily operations.

Provides the patrons of the golf course excellent customer service.

Performs general maintenance duties, including opening and closing duties, and other duties as assigned by Management.

Is well groomed at all times. Wears a city-issued uniform at all times while working. Maintains a professional appearance.

Assists in the Emergency Action System (EAS).

Performs other duties as assigned.

Special Requirements:

None

Tools & Equipment:

Personal computer, database software, cash drawer, computer hardware, printer, fax copier, telephone, portable radio, credit card machine, keys.

Food preparation and storage equipment such as hot dog cooker, warmers, pizza oven, ice cream machine, slushy machine, microwave, freezer, refrigerator, and soda dispensing machine.

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, or hear. The employee is occasionally required to use hands and fingers to handle, feel or operate tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.

The employee may occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and an ability to adjust visual focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noises level in the work environment is moderate.

Selection Guidelines:

1. Post position and advertise in web site, local paper, high school, and colleges and universities.
2. Formal application, oral and/or written interview and reference checks.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City.