

CONCESSIONS – THE BEACH OTTUMWA

This is a part-time seasonal position reporting to the Concessions Manager.

Concessions staff at The Beach Ottumwa are required to demonstrate compliance with all responsibilities and duties as listed in the job description below at all times while employed by The Beach Ottumwa. Additional responsibilities will be presented through staff training, the employee handbook and staff meetings.

Attendance:

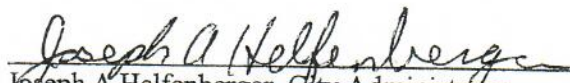
- Report to work in uniform and ready to begin work on time at the beginning of each assigned shift.
- Continue job related duties until dismissed from work by a supervisor. Shifts may be extended at any time as needed by a supervisor.
- Work all scheduled shifts or find a substitute employee in accordance with The Beach Ottumwa leave request policies.

Certification:


- Maintain current certification in American Red Cross CPR-PR and Standard First Aid.
- Submit photocopies of the front and back of all required certifications to The Beach Ottumwa prior to first day of employment.

Work Procedures:

- Maintain a positive and courteous attitude consistent with successful customer service efforts.
- Perform cash transactions in a fast and accurate manner, counting change back to guests aloud with each transaction.
- Prepare food according to specific instructions to maintain the highest food quality and portion control.
- Keep hair restrained. Do not eat, drink, or smoke while working. Wear clean, neat clothing. Do not wear jewelry and have clean, washed hands and fingernails.
- Enforce all park rules in a professional, courteous, consistent, and fair manner in order to reduce the risk of injury.
- Report to assigned work stations on time and remain at assigned station until relieved by another staff member.
- Inform supervisors immediately of hazardous situations and take appropriate corrective action.
- Perform various cleaning, maintenance and other duties assigned in a prompt and satisfactory manner.
- Report all injuries immediately or as soon as possible to the supervisor.
- Attend staff training and staff meetings as scheduled throughout the summer.
- Performs clerical duties in The Beach Ottumwa office as needed.
- Other duties as assigned.


Joseph A Helfenberger, City Administrator

4/20/09
Date


Janet Richards, Human Resource Manager

4/16/09
Date

ADMISSIONS – THE BEACH OTTUMWA

This is a part-time seasonal position reporting to the Director of Parks and Recreation.

Admissions staff at The Beach Ottumwa are required to demonstrate compliance with all responsibilities and duties as listed in the job description below at all times while employed by The Beach Ottumwa. Additional responsibilities will be presented through staff training, the employee handbook and staff meetings.

Attendance:

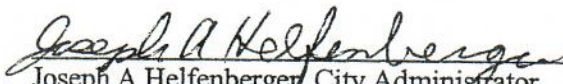
- Report to work in uniform and ready to begin work on time at the beginning of each assigned shift.
- Continue job related duties until dismissed from work by a supervisor. Shifts may be extended at any time as needed by a supervisor.
- Work all scheduled shifts or find a substitute employee in accordance with The Beach Ottumwa leave request policies.

Certification:

- Maintain current certification in American Red Cross CPR-PR and Standard First Aid.
- Submit photocopies of the front and back of all required certifications to The Beach Ottumwa prior to first day of employment.

Work Procedures:

- Maintain a positive and courteous attitude consistent with successful customer service efforts.
- Perform cash transactions in a fast and accurate manner, counting change back to guests aloud with each transaction.
- Enforce all park rules in a professional, courteous, consistent, and fair manner in order to reduce the risk of injury.
- Report to assigned work stations on time and remain at assigned station until relieved by another staff member.
- Inform supervisors immediately of hazardous situations and take appropriate corrective action.
- Perform various cleaning, maintenance and other duties assigned in a prompt and satisfactory manner. This will include but are not limited to: garbage removal, sweeping and mopping floors, assisting guests with wristbands, cleaning bathrooms and other duties assigned by the supervisor.
- Report all injuries immediately or as soon as possible to the supervisor.
- Attend staff training and staff meetings as scheduled throughout the summer.
- Performs clerical duties in The Beach Ottumwa office as needed.
- Other duties as assigned.


Joseph A Helfenberger, City Administrator

4/20/09
Date


Janet Richards, Human Resource Manager

4/16/09
Date