

**COLUMBIA CITY**  
**POSITION DESCRIPTION**  
An Equal Opportunity Employer

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**POSITION TITLE:** Concession Stand Operator  
**CLASS TITLE:**

**DEPARTMENT:** Park Department  
**REPORTS TO:** Park Director

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**EMPLOYMENT STATUS:** Seasonal

**F.L.S.A.:**

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**JOB RESPONSIBILITIES:**

Operates concession stand; takes orders from customers; and balances cash register

**ESSENTIAL FUNCTIONS:**

Stocks supplies for concession stand; runs cash register and food and drink equipment; and prepares food.

Takes orders from customers; serves customers; totals purchases; and receives money for goods sold.

Cleans concession stand and restrooms; mops; sweeps; washes dishes and equipment, etc.

Fills out receipt forms.

Answers telephone.

Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs other related duties as assigned.

**POSITIONS SUPERVISED:**

None.

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Date Adopted: 10/10/95  
Date Revised: 5/17/02

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**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Board of Health rules and regulations\*; department policies and procedures\*; custodial methods; math; safety policies and procedures\*; and food equipment

**Skill in:** communication.

**Ability to:** carry out simple instructions; prepare food; operate equipment; perform basic addition and subtraction; copy and record figures accurately; answer routine telephone inquiries; and demonstrate physical endurance.

**EQUIPMENT OPERATED:**

Popcorn popper, hot dog machine, nacho machine, slush puppy machine and grease fryer.

**WORKING CONDITIONS:**

Works inside concession stand; stands for long periods of time; and stoops and bends frequently.

**QUALIFICATIONS:**

Any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the work of this position.

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**LICENSURE OR CERTIFICATION REQUIREMENTS**

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, department head or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job requirements specified in this position description.

\_\_\_\_\_  
Approval of Department Head

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date