



**Job Title: Concessions/Admissions Attendant- Recreation Department**

**Classification:** Seasonal Part-time **Supervisor:** Beach Manager/Recreation Supervisor

**Rate:** Starting at \$14/hour

**Job Overview:**

Concessions/Admissions Attendant reports to the Beach Manager on a daily basis and the Recreation Supervisor. Required to meet all safety rules, policies and procedures and meet all standards of aquatics facility operations specified by guidelines established by Lake County Health Department, American Red Cross and PDRMA.

**Skills and Qualifications:**

- Must be 15 years of age or older.
- Ability to be certified in American Red Cross CPR/First Aid/AED.
- Ability to comply with Lake County Health Department regulations when working in the concession stand.

**Essential Duties & Responsibilities:**

- Prevents accidents through enforcement of policies, rules, regulations and ordinances governing the conduct of persons at the beach.
- Recommend changes in concession and/or gate operations.
- Ability to complete the daily batch out for concessions and admissions.
- Ability to run birthday party games.
- Assist with duties assigned by the beach supervisor(s) including cleaning the beachfront, the beach house, bathrooms, upkeep and maintenance of the beach area, shed, park and marina and removal of seaweed from the beachfront and boat launch area of the marina.
- Follow check in rules for daily admission, season pass holders and Library one day passes.
- Attends required staff meetings/safety in-service education meetings.
- Assume other duties and responsibilities as assigned by the Beach and/or Recreation Supervisor.
- Must be available to work special events, birthday parties, weekends and holidays.
- Do nightly inventory on supplies needed for proper operations of the concession stand.
- Keep all patron information confidential.

**Hours:**

- Hours of operation include Monday – Sunday 10:30 a.m. – 7:30 p.m. June- mid-August. Saturday-Sunday 11:30 a.m.-5:30 p.m. mid-August-Labor Day weekend.

**Safety and Risk Management:**

- Corrects unsafe conditions and/or reports them to supervisor.
- Maintains a working knowledge of all general agency and departmental-specific safety rules.
- Uses material-handling equipment or staff assistance when lifting and/or moving objects 50 lbs or greater.

- Must be able to use personal protective equipment based on job specific tasks which may include but is not limited to exposure to excessive sunlight and protective gloves.
- Promptly reports any work-related or patron injuries to supervisor.

**Marginal Functions:**

- Assist in the set up and break down of beach house and lakefront at beginning and closing of season.
- Organize and maintain the maintenance room, shed, back room and office for efficient use of space.

**Competencies:**

- Demonstrate consistent attendance and on-time arrival.
- Follow instructions and respond to management direction; take responsibility for own actions; keep commitments and complete tasks on time.
- Approach others in a tactful manner; react well under pressure and treat others with respect.
- Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude and be receptive to constructive criticism.
- Manage difficult or emotional customer situations.
- Exhibit sound and appropriate judgement; support and explain reasoning for decisions; include appropriate people in decision-making process.
- Identify and resolve problems in a timely manner; and develop alternative solutions.
- Listen and get clarification; and respond well to questions.

**Physical Demands:**

- Requires frequent standing, walking, climbing and balancing.
- Requires occasional hands to finger, handle or feel, reach with hands and arms, taste or smell.
- Requires medium (40-50 lbs.) strength.

**Environmental Considerations:**

- Employee must park in exposed parking lot with the potential of walking ¼ mile to designated site.
- Exposed to various outside weather conditions including water, sun, cold, rain, high humidity and extreme heat.
- Employee may be exposed to a variety of communicable disease, to include exposure to potential blood borne pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Updated: April 3, 2023  
Updated by: Cindy Babicz  
Approved by:

Approval Date:

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and efforts of working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change, e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_