



The City of Madison invites applications for the position of:

Concession Stand Coordinator

An Equal Opportunity Employer

Salary Range: \$10.00-\$13.00 hourly dependent on qualifications

Part – Time, not benefits qualified

Accepting applications NOW! - - - - OPEN UNTIL FILLED

JOB SUMMARY:

To plan, organize and coordinate concession stand at Memorial Park during softball & baseball summer league. This position requires supervisory, organization and planning skills. The position involves a varied hourly schedule including weekend duties dependent on division activity. Additional duties may be requested as necessary. Employee will work under direct supervision of the Park Board, along with indirect supervision by Mayor and City Council.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks that may be found in positions of this class.)

- Plans, organizes, supervises concession stand.
- Assists in recruiting, training and coordinating the work of volunteers.
- Provide applicable training to volunteers.
- Maintain current and accurate inventory of concession stand supplies and purchases. Coordinate and authorize all purchases of the Park and Recreation division (Park Board).
- Responsible for answering all complaints, that pertains to the division in a prompt and professional manner.
- Oversees concession stand.
- Responds to inquiries and requests for information.
- Represents the department within the City, other agencies, civic groups and the public.
- Maintains documentation of inventory and provide documentation to park board for accountability, if requested.

Additional Duties for Recreation Coordinator in Youth and Adult activities:

- Monitors and inspects facilities for safety and security; oversees janitorial services.
- Schedules facility operations and maintenance with the Utilities Department.

Ability to:

- Maintain accurate records and prepare related reports.
- Coordinate and monitor the work of others.
- Provide detailed and timely feedback to staff.
- Establish and maintain effective work relationships.

POSSESSION AND MAINTENANCE OF:

- A valid Nebraska driver's license
- Current First Aid and CPR certifications or obtain within 30 days after being hired.