

**CITY OF TECUMSEH
JOB DESCRIPTION**

Concessions Staff

Supervised by: Parks and Recreation Director
Supervises: volunteers
Type: Nonexempt
Updated: March 2025
Pay: starting \$13.50 per hour

Position Summary:

Under general direction, to independently manage and oversee seasonal concessions at Tecumseh Park; highly detailed, organized, and able to count correct change in sales setting; excellent customer service. Not to exceed 25 hours per week or 15 weeks per year. Perform related work as assigned.

Essential Duties and Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Work under the general supervision of the Parks and Recreation Director.
2. Excellent customer service and first point of contact with general public.
3. Handling monetary transactions; ability to quickly and correctly make change; balancing cash drawer.
4. Manage and maintain inventory and supplies.
5. Ability to follow policy and procedure regarding rental equipment and cash handling.
6. Assists Tecumseh Parks and Recreation Director in various day to day operations as needed.
7. Analytical ability, conceptual ability, logic and intuitive judgment must be applied on a daily basis.
8. Represent the City of Tecumseh and the Parks and Recreation Department while in the field with a high level of integrity and professionalism.
9. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Must be at least 18 years old.
- Have a valid driver's license and ability to transport themselves between AJ Smith Recreation Center and work site at Tecumseh Park.
- Ability to balance cash drawer by separating start up from day's revenue and keeping a good distribution of bills in drawer.
- Ability to effectively communicate ideas and concepts orally and in writing.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, professional contacts, and the public.
- Ability to understand and follow oral and written instructions, problem-solve and work effectively under stress, within deadlines and changes in work priorities.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing 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 regularly required to communicate with others in person. The employee is frequently required to review and produce written documents. The employee is frequently required to access various locations within the building and occasionally required to lift and/or move heavy items. Employees regularly work in a non-air-conditioned setting. This job requires the employee to work partially outside which includes exposure to humidity, bugs, and air irritants such as pollen.