

JOB DESCRIPTION: Town of Atoka  
Concession Worker



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CLASSIFICATION TITLE: Concession Worker  
DEPARTMENT: Parks and Recreation  
REPORTS TO: Program Coordinator  
EMPLOYMENT STATUS: Seasonal/Part-Time

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#### JOB SUMMARY

- The Town of Atoka is seeking individuals to staff the daily operations of concession stands at Nancy Lane Park and Walker Park. This is a seasonal position with varied shift hours during days, evenings, and weekends. The Nancy Lane Park concession stand operates primarily in the evenings during softball season, Monday – Friday, and on weekends. The Walker Park concession stand operates from 11am – 5pm, Monday – Friday, and Noon – 5pm on weekends during Splash Pad season & then varied shifts for Weeknights/Saturday for Soccer season.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Food cooking and preparation
- Cash management
- Inventory control
- Merchandise and supply restocking
- Facility cleaning and upkeep
- Exhibit a high degree of customer service skills and positive attitude with staff and customers
- Ability to work evenings and weekends

#### QUALIFICATIONS

- High school diploma or current high school student
- Experience with food preparation, sanitation and hygiene
- Experience with maintaining a clean working environment
- Concession stand work experience preferred

#### SKILLS AND ABILITIES

- Must have good verbal and written communication skills
- Must be able to perform multiple tasks
- Excellent inter-personal and customer service skills
- Ability to work independently and with a group
- Excellent mathematical aptitude
- Attention to detail
- Ability to exercise good judgment in evaluating situations and making decisions
- Ability to establish and maintain effective working relations with other employees and the general public.

#### USUAL PHYSICAL DEMANDS

- Must be able to bend, stoop, stretch, and walk

#### EMPLOYEE AWARENESS

- Implement and assure adherence to Town of Atoka’s policies and procedures regarding Equal Employment Opportunity
- Adheres to Town of Atoka’s initiative on business ethics and conduct

- Adheres to federal/state laws and regulations regarding MSDS, OSHA and EPA compliance. This is not necessarily and exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.)

#### SALARY & HOURS

- This is a seasonal position, approximately March – December
- Varied working hours, primarily evenings and weekends
- Pay is bi-weekly. \$8 hour

#### APPLICATION

- Applications must be turned in by 4:00 PM Friday, March 20<sup>th</sup>, 2020.
- Applications can be picked up at Atoka Town Hall or at [www.townofatoka.com](http://www.townofatoka.com)
- Please submit applications to Atoka Town Hall or email to [disbell@townofatoka.com](mailto:disbell@townofatoka.com)

Town of Atoka  
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