

City of Pell City

1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE

Post date: February 22, 2017

POSITION TITLE: Seasonal Concession Worker (Parks & Rec)

ANTICIPATED START DATE: TBD

SYNOPSIS: Under the direction of the athletic director, the employee is responsible for the concession stands at all athletic events. The employee is responsible for serving the general public and must be able to correct change. The employee may be assigned other duties as are necessary.

QUALIFICATIONS:

- High School or GED. **Required**
- **Must be at least 16 years**
- **Refer to job description**

ESSENTIAL JOB FUNCTIONS:

Refer to attached Job Description

OTHER DUTIES AND RESPONSIBILITIES:

Refer to attached Job Description

SALARY: Rate per hour: \$7.47

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at City Hall. **Posting to remain open until filled.**
2. A complete file consists of:
 - City of Pell City employment application
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]

NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration. Only items that are postmarked on or before the closing date can be accepted after the closing date.

3. **Applicant files that are not complete will not be considered.**
4. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant may be required to submit employment verifications from current and prior employers.
6. **The first consideration in filling the vacancies will be given to the most qualified applicant in the city. If no acceptable applicant is found within the city service, the vacancy will be filled from outside the city service.**
7. Application forms are available from and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125

Email: dchildre@cityofpellcity.net Fax: 800-973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.Pell-City.com

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.

**JOB DESCRIPTION
CITY OF PELL CITY, ALABAMA**

PARKS & RECREATION DEPARTMENT

SEASONAL WORKER

JOB DEFINITION

Under the direction of the athletic director, this employee will greet and serve the public, answer routine questions, enforce park rules, assist in housekeeping, and crowd control. The employee may be assigned other duties as are necessary. Incumbent works under the general supervision of the Athletic Director.

ESSENTIAL FUNCTIONS (Concession Worker)

- Prepare simple foods for the general public (hamburgers, hotdogs, popcorn, simple snacks, etc.)
- Collect money and make correct change.
- Keep the concession stands neat and clean, before and after sports activity.
- Enforce policies set by department in event of threatening weather.
- Promotes the teamwork environment; assist co-workers when necessary.
- Conduct himself/herself in a professional manner at all times.
- Occasionally lift, move, carry and push/pull objects weighing up to 45 lbs.
- Other Duties as assigned.

ESSENTIAL FUNCTIONS (Splash Pad Attendant)

- Collect money and make correct change.
- Keep splash pad and park area free of trash.
- Enforce splash pad policies, rules, and regulations.
- Enforce policies set by department in event of threatening weather.
- Administer basic first aid until qualified medical personnel arrives.
- Promotes the teamwork environment; assist co-workers when necessary.
- Conduct himself/herself in a professional manner at all times.
- Occasionally lift, move, carry and push/pull objects weighing up to 45 lbs.
- Wear assigned uniform.
- Other Duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill to verbally communicate information to supervisor and the general public.
- Skill to write to maintain records and complete forms.
- Skill to read and understand directives and instructions.
- Skill in math to maintain accurate records.
- Skill in use of hands and fingers to do manual job duties.
- Ability to work independently with little supervision.
- Ability to help coordinate and plan facility usage.
- Ability to see well enough to read fine print.
- Ability to hear well enough to talk on telephone and hear speaker twenty (20) feet away.

- Ability to speak clearly to address groups and individuals.
- Ability to walk and maintain sports areas.

QUALIFICATIONS

- Must be at least 16 years of age.
- If not currently enrolled in school must have diploma or equivalent.
- Must be willing to work non-standard hours.
- Must be willing to walk, stand or sit for extended periods of time.
- Must be willing to work outside in inclement weather.
- Must be CPR certified 30 days from date of hire (if applying for Splash Pad Attendant).