

Pekin Park District Job Description

Job Title: Concessions Manager

Division: Recreation Department

Classification: Part-Time Seasonal

Pay: \$14-15/hr.

Job Function: Under the direction and supervision of the Superintendent of Recreation and the Aquatics Manager / Assistant Manager of Facilities, the Concessions Manager is responsible for the overall operation of the two concessions stands located at the Pekin Park Sports Complex, DragonLand Water Park Concessions and supervision of Boating on the Lagoon staff.

Duties & Responsibilities:

- Train, supervise, and evaluate staff.
- Responsible for checking inventory daily and ordering supplies.
- Skilled in use of concession equipment.
- Evaluate concession and Boating on the Lagoon operations and prepare daily reports.
- Oversee opening and closing procedures.
- Make up daily staff schedules for each facility.
- Must have knowledge of and follow concession policies and sanitation regulations.
- Provide a high quality of customer service in a professional manner.
- Follow the Pekin Park District policies, procedures, and guidelines.
- Maintain good safety awareness and follow all safety guidelines and procedures.
- Work irregular shifts as needed, including nights, weekends, and holidays.
- Perform other related duties that may be assigned.

Qualifications: Education and/or Experience Required:

- Previous concessions employment experience preferred
- Valid driver's license required.
- Illinois Food Service Sanitation Manager Certification in accordance to the Illinois Food Service Sanitation Code or ability to obtain.
- Valid CPR/First Aid certification or ability to obtain

The Pekin Park District is an equal opportunity employer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities of the job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position.

Employees holding this position will be required to perform any other job-related duties or tasks as requested by management.

