

Westchester Park District

Softball Concessions – Part-Time

General Purpose:

Responsible for handling transaction of Concessions items out of the trailer at Mayfair fields during Westchester Park District softball games and other baseball/softball games as scheduled. Reports to Mayfair Center Manager and on-shift, to the Softball Supervisor.

Essential Duties and Responsibilities:

1. Inspects trailer, machines used and surrounding area for safety and cleanliness. Corrects and reports unsafe or unclean areas.
2. Must have knowledge of food prep, food storage, inventory, sanitation procedures and profitability when dealing with a food service operation.
3. Follows park district safety rules, exercises safe work practices, follows all emergency procedures and possess an ability to be well organized and efficient.
4. Get Bank Bag and count to ensure correct. Count inventory of the items on Softball Inventory/Sales sheet. Items will generally be brought to the trailer once purchased for sale out of the trailer.
5. Makes sales of Concessions items, taking money, providing change and marking sales on Softball Inventory/Sales sheet.
6. Reports any irregular safety or maintenance problems.
7. When dealing with players, umpires and visitors, treat them with respect.
8. Write down any incidents that happen in full detail, using Accident or Incident Reports. Completes these and assists Softball Supervisor with emergencies and documentation.
9. In addition to inventory, write down anything that is needed at the fields such as Concessions sales items, cleaning products, etc. Ensure Mayfair Center Manager gets these materials.
10. In case of lightning, games will stop immediately. Wait 15 minutes to see if the weather stops and we get the all clear to play. Be knowledgeable and remain calm and alert while executing emergency evacuations and severe weather alert procedures
11. At the conclusion of games, clean all areas in the trailer and secure it. Deposit sales money and Bank Bag correctly.
12. Remain on site at all times during activity. Wear your WPD ID badge and staff shirt at all times.

Physical Requirements:

- Talking/Hearing: To effectively communicate with customers
- Seeing: To obtain information from written material
- Walking: To set up various areas of the field
- Crouching: To inspect machines
- Lifting: To set up equipment and move food products

Qualifications:

- Must be at least 16 years of age
- Certification in CPR/AED preferred. Classes held at the Westchester Park District
- Have an understanding of cash handling procedures
- Ability to work independently and without direct supervision
- Must be able to work evenings and weekends

- Ability to work with patrons and staff and exercise good judgment when interacting with people
- Ability to lift 20 pounds

Compensation:

This position is a non-exempt position and is compensated at a rate of \$8.25-\$8.75/hr. DOQ.

To apply for this position, please get an application at the Mayfair Center or Community Center or online at www.wpdparks.org/employment and turn it in Attn: Mayfair Center Manager or email to rjoyce@wpdparks.org.