

# City of New Albany



Position: Concessions Manager  
Department: Parks & Recreation Department  
FLSA Status: Seasonal / non-exempt

The New Albany Parks and Recreation Department is currently seeking a concession manager to work at the City's new Aquatic Center, Silver Street Park, and other park venues. Incumbent will work under the general supervision of the Aquatics Director. The operating schedule will be set by the New Albany Parks Department. The manager will be required to work evenings and weekends and may be scheduled to work any of the locations.

## **Knowledge, Skills, and Abilities Required:**

- Friendly, outgoing, reliable and punctual
- Professional appearance and attitude at all times
- Knowledge of basic math; ability to handle money with accuracy; handle patronage statistics; and prepare accurate reports as requested in a timely manner
- Requires good communications skills both orally and written; capacity to understand and follow oral and written orders
- Ability to provide good customer service; resolve customer inquiries and complaints in a timely manner; ability to handle reasonably necessary stress
- Ability to establish and maintain effective working relationships with employees, supervisors, and public
- Supervisor experience preferred

## **Duties and Responsibilities:**

- Oversee daily concession operations
- Provide prompt and courteous service to all customers
- Accurately take and prepare customer order
- Accurately handle monetary transactions
- Food preparation as required
- Maintain and keep a clean work area
- Maintain inventory and stock items as necessary

## **Requirements:**

- Must be 18 years of age or older; graduation from high school or G.E.D. equivalent preferred
- Must be able to pass a post-offer drug screen
- Applicants the age of 18 years or older may be subject to a criminal background check

## **Physical Requirements:**

- Task involves some physical effort, i.e. some standing and walking, frequent light lifting (5-10 pounds); infrequent moderately heavy lifting (20-50 pounds); minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment
- Task may involve extended periods of time sitting or standing at a customer service area

***Please apply in person at the Silver Street Park administrative office, located at 2043 Silver Street in New Albany, or via email at [parks@cityofnewalbany.com](mailto:parks@cityofnewalbany.com).***