



YMCA of Indiana County

Employee Job Description

Position Title:	Concession Staff	Department:	Mack Park Pool
Reports To:	Concession Manager	Grade:	1
Classification:	Full time/Part Time/ Seasonal	Job Code:	MPCS - 7122

GENERAL FUNCTION:

Under the direction of the Concessions Manager, or other assigned staff, the Concession Staff will operate concession equipment, prepare food, and sell concession products in compliance with all applicable codes and in accordance with YMCA of the USA guidelines. This person must prepare food items, operate the cash register, and maintain an appropriate concessions environment as defined by the PA Safe Serve requirements. This person must demonstrate a commitment to the YMCA Core Values of Caring, Honesty, Respect, and Responsibility.

CORE COMPETENCIES:

- Provides a quality experience for everyone, including but not limited to Health Seekers, Members, Participants, Internal Customers, Fellow Staff Members, Vendors, and others.
- Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

KNOWLEDGE – SKILLS – ABILITIES:

The Mack Park Concession Worker must complete the YMCA Child Abuse Prevention Training and provide proof of Child Abuse and Criminal Background Check clearances. Current CPR/AED and First Aid Certifications may be required.

JOB RESPONSIBILITIES:

- Assist Concession Manager with whatever help is needed.
- Help to maintain the quality of the concession area.
- Follow established procedures and execute sound judgement in routines not covered by standard procedure.
- Work hours scheduled by the concession manager as well as special events and rentals.
- Dress appropriately for duty and make sure staff is dressed appropriately.
- Prepare and sell food items to Mack Pool patrons.
- Keep the concession area clean, neat, and orderly per Safe Serve requirements.
- Prepare timesheets for concession area and give to Concession Manager @ the end of the two weeks.
- Responsible for safe handling of all monies and making change for purchases.
- Help track inventory.
- Other related duties as assigned.

PHYSICAL REQUIREMENTS:

- Must be able to stand for the duration of the shift.
- Must be able to bend and stoop occasionally.
- Must be able to lift 35 pounds occasionally.

The YMCA of Indiana County complies with ADA and considered reasonable accommodation measures that may be necessary for eligible applicants/employee to perform essential job functions.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential function of their job, absent undue hardship.

EFFECT ON END RESULT:

The effectiveness of this position can be judged by:

- Attainment of goals and objectives as evidenced in the performance appraisal process and the completion of the major duties of this position as outlined.
- The development and maintenance of good staff relations and an increasingly effective lay leadership resulting in a smoothly operating team of laymen and staff.
- Maintenance of safe, clean, and functional facilities for all program areas.
- The YMCA will be recognized by the community as providing excellent service to all who walk through our doors or contact us on the phone.
- The YMCA will effectively connect and build relationships with its members and the community, resulting in increased member enrollment and retention.
- Consistent, superior member service and satisfaction resulting in continued growth in membership, programs, and special services.

This job description is not an express or implied contract, and the YMCA of Indiana County reserves the right to change this job description as necessary. Having read and understood my job description, expected work schedule, and rate of compensation, I accept the position of Lifeguard at the YMCA of Indiana County.

Employee Name (print)

Employee Signature

Date

Supervisor Name/Title (print)

Supervisor Signature

Date