



# YMCA of Indiana County

## Employee Job Description

Position Title:	Concession Manager	Department:	Mack Park Pool
Reports To:	Director of Community Outreach and Engagement	Grade:	3
Classification:	Full time/Part Time/ <b>Seasonal</b>	Job Code:	MPCM - 7122

### GENERAL FUNCTION:

Under the direction of the Director of Community Outreach and Engagement, or other assigned staff, the Concession Manager will hire, train, and supervise staff to 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 also 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 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 Manager must have current First Aid and CPR/AED certifications. He/she must complete the Child Abuse Prevention Training within 2 months of being hired and provide proof of Child Abuse and Criminal Background Check clearances. The Mack Park Concession Manager must be at least 21 years old and have a minimum of 1 year with supervising experience. The Concession Manager must also obtain the Serve Safe certification for handling food safely.

### JOB RESPONSIBILITIES:

- Supervise Concession workers at Mack Park Pool and assist Mack Pool Managers with whatever help is needed.
- Maintain appropriate records and see to maintaining the quality of the concession area.
- Follow established procedures and execute sound judgement in routines not covered by standard procedure.
- Schedule staff for regular time periods as well as special events and rentals.
- Oversee and manage concession area including dealing with the public when problems arise.

