

**CITY OF PLATTSMOUTH
JOB DESCRIPTION**

POSITION TITLE: Concessions Coordinator at Twin Rivers
Water Park

REPORTS TO: Recreation-Aquatics Director

SUPERVISES: Concessions staff and lifeguards

PURPOSE OF POSITION: Responsible for supervising, ordering, inventory and control thereof, sales and receipts of Twin Rivers Aquatic Park concessions.

EXEMPT: Y/N: NO—SEASONAL PART-TIME

ESSENTIAL FUNCTIONS:

Attends all required training session and scheduled meetings

Consistent and vigilant monitoring of the concessions and admissions required; anticipates possible hazardous situations and acts accordingly to prevent future occurrences

Responds quickly, efficiently, and professionally to any emergency situation; completes necessary paperwork and notifies the appropriate professional staff member

Supervises the selection, evaluation, training, and discipline of all subordinate personnel.

Supervises, assigns, and directs facility staff members and other subordinates engaged in the performance of recreational programs and activities

Assists the Park and Recreational Community Center Director and the Program Director in managing the facility and promoting membership to the community

Enforces all pool rules and regulations promptly and professionally; notifies the appropriate professional on duty staff member of inappropriate behavior of facility users

Complies with the Community Center Policies and Procedures manual

Makes appropriate arrangements for a qualified substitute if unable to attend work
Plans, promotes and publicizes programs that are held in the facility

Assist the Program Director in the scheduling of special event in the facility

Inspects and maintains the Twin Rivers Water Park Concessions, Admissions and all areas of the facility to ensure cleanliness, proper operation and absence of health and safety hazards

All other duties as assigned

ESSENTIAL KNOWLEDGE, EXPERIENCE, AND ABILITY

Knowledge of the philosophy, principles, and practices of public recreation
precautions used in planning, maintaining and operating recreational programs and facilities

