

EMPLOYMENT ANNOUNCEMENT

Wasatch County Parks & Recreation Department seeks full-time Concessions Assistant Manager. (Grade H \$26.12-\$28.13). Under direction the position is responsible for greeting guests in a pleasant manner while filling food and beverage orders. The Concessions Asst. Manager will operate the Point of Sale system and collect money for purchased food and beverage items. Assist with staff management including training and scheduling. Complete job description and copy of Wasatch County Employment Application is available online at www.wasatchcounty.gov/Employment. Completed application must be submitted to the Wasatch County Personnel Office 55 S 500 E Heber City or emailed to personnel@wasatch.utah.gov by 5:00 PM Friday, March 7, 2025. Wasatch County Parks and Recreation is an EOE.

WASATCH COUNTY PARKS AND RECREATION JOB DESCRIPTION

TITLE: Concessions Assistant Manager
GRADE NUMBER: Grade H - \$26.12-\$28.13
EFFECTIVE DATE: January 2025
DEPARTMENT: Parks and Recreation

JOB SUMMARY

Under direction, the position is responsible for greeting guests in a pleasant manner while filling food and beverage orders. The Concession Worker will operate the Point of Sale system and collect money for purchased food and beverage items. Assist with staff management including training and scheduling.

STEP AND GRADE CHARACTERISTICS

This is a mid-level food service, cook, and customer service position.

ESSENTIAL FUNCTIONS

Responsible for greeting guests and taking orders for food and beverage products.
Responsible for preparing food and beverages. Maintain the highest quality standards and portion consistency. maintaining quality and production standards on all menu items. Food must be fresh and of high quality when served to the guests.
Responsible for accepting payment from customers and making change as necessary.
Responsible for keeping the kitchen and surroundings clean using sanitation standards.
Responsible for memorizing the product menu available at each concession location.
Assist in clean up and break down of the concession area at the end of the event.
Meets the standard for excellent attendance and carry out administrative functions including training and supervising, lead, motivate, and train kitchen staff
Receives verbal orders from the front counter staff for food product requirements for customer orders.
Maintains sanitation, health, and safety standards in work areas.
Responsible for operating large-volume cooking equipment such as grills, deep-fat fryers, and ovens.
Ensure proper maintenance of operations, equipment, and facility.
Ensures that all work areas and equipment are clean, food products are properly stored, utensils are clean and put away and floor is swept and mopped at end of shift.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like, and respectful manner which focuses on generating a positive, enthusiastic, and cooperative work environment.
- Ability to speak read and write in English.
- Ability to work well in a team-oriented, fast-paced, event-driven environment.
- Ability to calculate basic math functions (addition, subtraction, division, multiplication,

percentages) as they relate to POS cash/credit transactions, cash reconciliation and product inventory.

- Ability to handle cash accurately and responsibly following department policies.

PHYSICAL DEMANDS

Typically sits at a desk or table. Occasionally walk, stand, or stoop. Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds. Use tools or equipment with a high degree of dexterity. Work for sustained periods maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an on-site food service location. Work is occasionally performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Must be able to work nights and holidays. Work is often performed during non-business hours.

EDUCATION AND EXPERIENCE

Equivalent to a High School Diploma. Two (2) years work experience performing above listed duties. Possess or obtain within 90 days State of Utah food handler's permit or SafeServe Certificate.

****This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**