

**CITY OF ROLLA, MISSOURI
POSITION DESCRIPTION**

Class Title: **Concession & Admissions Attendant**
Salary Range: **\$14.00 - \$18.00**
Department: **Parks and Recreation**

Grade Number Range: **OC 1-31**
FLSA: **Part-Time, Non-Exempt**

GENERAL PURPOSE:

To provide food items to customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Greet public. Handle admission and entry fees.

Prepare and serve food items for guests in the food service area.

Operation of cash register.

Keep the concession stand clean in accordance with Health Department regulations.

Other duties as assigned.

EDUCATION:

High school diploma or equivalent preferred.

SPECIAL QUALIFICATIONS:

Excellent communication skills are necessary. Must be comfortable working with the public. Ability to work nights & weekends. Must be organized, flexible, and energetic. Must demonstrate good interpersonal skills.

Must be able to use a cash register. Have good math skills.

PHYSICAL DEMANDS:

Employee is frequently required to sit, talk, and hear. Required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Must occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision and the ability to adjust focus. Exposure to varied weather conditions.

APPLICATION DEADLINE:

Send application to: Floyd Jernigan, Rolla Parks & Recreation, 901 N. Elm – Room 306. E-mailed to fjernigan@rollacity.org. Application forms are available at the Parks & Recreation office or on-line at rollamoparks.org. Applications accepted until position is filled.

**AN EQUAL OPPORTUNITY EMPLOYER
EMPLOYER COMPLIES WITH ALL A.D.A. REQUIREMENTS**