

South Jordan City

Job Description

Title: Concession Recreation Aide
Org: 100240
Pay Grade: PT01

Effective Date: 2/12/25
FLSA: Non-Exempt
Workers Comp: Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Perform a variety of concession stand duties at seasonal concession facilities, including but not limited to the baseball complex, Highland Park, and the softball complex. Responsibilities include food preparation, customer service, and cash handling.

SUPERVISOR

Recreation Program Supervisor

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s supervisor.

Job attendance is required, except for authorized. This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Operate concession stand equipment and prepare food items following health and safety regulations.

Provide excellent customer service to patrons by greeting customers, answering questions, and assisting with orders.

Accurately handle cash transactions, credit card payments, and balance cash drawers at the end of each shift.

Maintain a clean and sanitary work environment, including food preparation areas, equipment, and customer spaces.

Track and restock inventory as needed, ensuring adequate supplies are available.

Follow all health and safety guidelines, including obtaining and maintaining a valid food handler’s permit.

Assist with setup and takedown of concession operations as needed.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

No education or experience required.

2. Special Qualifications:

Must be at least 15 years old

Must possess a valid food handler's permit or obtain one upon hire.

3. Knowledge, Skills and Abilities:

Ability to provide excellent customer service, perform accurate cash handling, and operate a point of sale system. Basic knowledge of food handling and preparation. Ability follow health and safety regulations and maintain a clean and organized work environment. Strong communication skills and ability to work well with others.

4. Working Conditions:

Incumbent of the position generally performs in an outdoor environment. Non-traditional working hours are required. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing are essential to the performance of the job. Common eye, hand, and finger dexterity exist. Mental application makes use of memory for details, verbal instructions, emotional stability, critical thinking and creative problem-solving. Periodic exposure to weather extremes.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Recreation Aide	EEO-4 Class:	Serv/Maint
Location:	Community Services Programs	EEOP Class:	Serv/Maint
Group/BU:	Part-time General Pay Plan	Tech-Net Match:	