

**2016 SUMMER**  
**POOL CONCESSION ATTENDANT**

The Town of Signal Mountain  
is accepting applications for the position of  
2016 Pool Concession Attendant.

Position Summary: Operate the concession facility at the town swimming pool in an efficient and effective manner.

Provide courteous, professional service to patrons/citizens.

Monitor the concession area to help ensure the safety of customers.

Prepare and serve food in a safe, sanitary and efficient manner.

Track inventory to guard against loss, theft or waste.

Operate cash register to collect payment from and provide change to patrons.

Perform cleaning / janitorial duties in and around the concession area to maintain a sanitary facility.

This position is under the direct supervision of the Recreation and Parks Director. Applications may be obtained by mail by calling (423) 886-2177 or online at [www.signalmountaintn.gov](http://www.signalmountaintn.gov). A signed application and contact information for three references must be received at Town Hall, 1111 Ridgeway Avenue, Signal Mountain, TN 37377 by May 16, 2016. It is the policy of the Town of Signal Mountain not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices, and programs.

**Town of Signal Mountain  
Position Description**

**Title: Concession worker  
Division/Department: Recreation**

**Purpose:**

Employee is to operate and maintain the cleanliness of the concession facility at the town pool. This position is under the supervision of the Head Lifeguard and Recreation and Parks Director.

**Essential Functions of the Job:**

*Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.*

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Perform cleaning / janitorial duties in and around the concession area to maintain a sanitary facility.

Other duties as assigned.

**Required Knowledge and Abilities:**

Knowledge of applicable town, state, and federal rules, regulations and procedures.

Ability to perform customer service duties related to retail operation.

Knowledge of and the ability to count money and make accurate change.

Ability to serve food and maintain facility and equipment to Health Department standards.

Concession worker

Ability to establish and maintain an effective working relationship with the public and other employees.

**Equipment**

Cash Register, Various food prep/service machines, Janitorial equipment.

**Educational Requirements:**

Educational level that insures the ability to communicate with customers, perform basic mathematic exercises and keep written records.

**Experience Required:**

Work history to demonstrate high level of work ethic and dependability.

**Problem Solving Requirements:**

Solve problems in situations where most problems have occurred before and their solutions are familiar.

**Writing Skills Required:**

Complete forms using a few words or numbers; for example, taking telephone messages. Write standard documentation using established formats; document work performed, actions taken or results by writing one or two brief sentences.

**Speaking/Presentation Skills Required:**

Answer questions with a brief response or provide standard information to customers/citizens, visitors, callers, supervisors, or other employees. Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

**Job Related Communication:**

Within the department – daily  
With employees in other departments – weekly  
With employees in other organizations – weekly  
With the public – daily

**Planning & Scheduling:**

Limited – some planning of own activities is required.

**Difficulty of Work:**

Work involves a variety of routine tasks performed in accordance with established and prescribed procedures.

**Assignment of Work:**

General direction in following established practices and clear-cut policies.

**Effects of Work Errors:**

Errors are readily detected in normal course of work by standard check resulting in little or no difficulty in loss of time to correct.

Concession worker

**Working Conditions:**

On average 40 percent standing, 40 percent walking, and 20 percent sitting.  
Approximately 20-30 lbs. may be required lifting.

Lifting frequency – some

Bending – frequent

Pushing and/or pulling loads – some

Reaching over head – some

Kneeling – some

Crawling – none

Climbing ladders – none

**Mental/Visual Effort:**

Typing/CRT – none

Attention to detail – very frequent

Monitoring equipment – very frequent

Detailed inspection – very frequent

Transcription/proofreading – some

**Adverse Conditions:**

Exposure to temperature extremes – frequent

Dangerous equipment – some

Chemicals – frequent

Noise – frequent

Physical effort/risk – some

Drafted 04/30/14