

<i>Code: 6225</i> <i>Title: CONCESSION WORKER</i>
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SUMMARY: Receives, stocks, and sells snack and novelty items at local concession outlets and maintain records of transactions.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

- Receives, unpacks, and stores materials, supplies, and equipment;
- Verifies merchandise received against packing slips and maintains inventory records;
- Receives money from the public in payment for snack and novelty items purchased and makes change;
- Maintains and balances cash register funds;
- Maintains records of money received and items sold;
- Keeps records of receipts and issuance of supplies and equipment;
- Maintains reports of supplies on hand;
- Maintains clean working conditions in compliance with sanitary regulations;
- May perform routine maintenance tasks.

KNOWLEDGE & SKILLS:

Knowledge of:

- basic operation of a concession;
- standard receiving, inventory, and sales practices and procedures;
- simple cash transactions and record maintenance;
- arithmetic functions and cash register operation.

Skill in:

- requisitioning supplies;
- dealing with the public and maintaining effective working relationships;
- maintaining records and preparing reports;
- understanding and following verbal and written instructions;
- arithmetic calculations and cash register operation.

MINIMUM QUALIFICATIONS:

Any combination of training, education, and experience which demonstrates the minimum knowledge, skills, and abilities.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: This classification requires the ability to lift and carry boxes which weigh up to 50 pounds. Any additional physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.