

Code: 6226

Title: CAMPGROUND CONCESSION WORKER

SUMMARY:

Campground Concession Workers operate and maintain a campground concession facility.

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

Operates and maintains a campground concession;
Receives money from the public in payment for concession items purchased and makes change;
Maintains and balances cash register funds;
Prepares and delivers bank deposits;
Requisitions concession materials, supplies, and equipment and maintains inventory of concession items;
Accepts and verifies merchandise received against packing slips;
Registers campers by completing required forms, collecting fees, issuing receipts and assigning camping locations;
Balances receipts issued with fees collected and maintains simple accounting ledger;
Maintains complete and accurate records and prepares periodic reports;
Conducts a daily general inspection of the concession area and campground to insure compliance with sanitary regulations and campground rules;
Answers questions regarding campground facilities and regulations, desert flora and fauna, and travel directions;
May perform routine maintenance tasks.

KNOWLEDGE & SKILLS:

Knowledge of:

- the operation and maintenance of a concession outlet;
- the operation and maintenance of a campground facility and applicable regulations;
- arithmetic and simple bookkeeping;
- recordkeeping and the preparation of reports;
- local flora and fauna;

Skill in:

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

MINIMUM QUALIFICATIONS:

One year of experience in concessions operation or an equivalent combination of training and experience which provide the desired knowledge, skills, and abilities.

OTHER REQUIREMENTS:

Licenses and Certificates:

Possession of a valid Arizona Driver's License is required at time of appointment

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

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

Pima County

Revised 07/07/96