

WHS Concession Worker Job Description

We are looking to add an enthusiastic, motivated student to our WHS Concessions Staff!

Work Schedule: Must be able to work a flexible schedule that could include mornings, evenings, and weekends.

Position Summary: The successful candidate will possess excellent communication skills, and attention to detail, work well in a team-oriented, fast-paced, event-driven environment, and demonstrate recognition, interest, and respect for the needs of students, staff, the public, and vendors. Qualified candidates can work independently while handling a variety of tasks, such as; greeting guests pleasantly, preparing simple foods, filling food and beverage orders, cleaning facility and equipment, restocking/reporting inventory, operating the Point of Sale system, and collecting money for purchased food and beverage items.

Responsibilities:

- Greet guests and take orders for food and beverage products
- Receive verbal orders from the front counter staff for food product requirements for guest orders
- Prepare simple foods and beverages, cooking and packaging food products prepared to order or kept warm until sold
- Maintain quality and production standards on all menu items. Food must be fresh and of high quality when served to the guests
- Accept payment from guests and handle cash accurately and responsibly
- Help maintain inventory of supplies to ensure availability of items needed for efficient operation
- Maintain sanitation, health, and safety standards in work areas and follow all local and district health safety codes
- Attend training to use concession facility equipment to help minimize accidents, safety, and sanitation concerns
- Keep the facility and equipment clean and safe to ensure that facilities meet established standards/regulations, and a safe working environment
- Assist in cleaning up and breaking down the concession area at the end of the event. Ensure all work areas and equipment are clean, food products are properly stored, utensils are clean and put away, and the floor is swept and mopped at the end of the shift
- Understand and follow proper time and attendance procedures, adhere to the daily schedule of site and operation expectations, and complete biweekly time cards
- Understanding and supporting the Waconia Public School District's Student Activity and Athletic Code
- Perform other related work as required

Knowledge, Skills, and Abilities:

- Ability to seek clarification and communicate effectively with staff, volunteers, the public, and vendors in a clear, respectful manner that focuses on generating a positive, enthusiastic, and cooperative work environment
- Ability to calculate basic math functions (addition, subtraction, division, multiplication, percentages) as they relate to POS cash/credit transactions, cash reconciliation, and product inventory
- Ability to regularly sit, stand, walk, bend, reach with hands and arms, and must be able to lift/move up to 10 pounds