



## Village of Libertyville

<b>Job Title:</b>	Concession Stand	<b>Job Category:</b>	Aquatics
<b>Department/Group:</b>	Recreation	<b>Job Code/ Req#:</b>	CON
<b>Location:</b>	Adler Pool	<b>Position Type:</b>	Seasonal
<b>Applications Accepted By:</b>			
<b>DROP OFF OR EMAIL:</b> Drop off box: 870 Country Club Drive E-Mail: jludwig@libertyville.com Subject Line: Seasonal Employment-Aquatics		<b>MAIL:</b> Julie O'Toole Village of Libertyville 118 W. Cook Ave Libertyville, IL 60048	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The Seasonal Pool Concession Stand are front line employees preparing and selling food, taking daily inventory and cleaning and maintaining concession stand equipment.</p> <p>The Seasonal Pool Concession Stand is responsible for performing the duties as outlined in this analysis. They are a part-time employee working from four (4) to thirty-eight (38) hours per week. Work shifts are variable with an average of four (4) hours to six and a half (6 ½) hours a day. This concession stand job is a seasonal job from May through September.</p> <ul style="list-style-type: none"> <li>• Take and complete orders patrons place in a timely manner.</li> <li>• Follow all health department rules and regulations.</li> <li>• Familiarize yourself with all the concession stand equipment</li> <li>• Daily Inventory of product.</li> <li>• Follow the guidelines related to COVID-19.</li> <li>• Balance out cash register after shift is complete.</li> <li>• Daily cleaning of equipment.</li> <li>• Treat customers with respect and courtesy.</li> <li>• Attends appropriate meetings as assigned by the Recreation Supervisor.</li> <li>• Assist with special events at the aquatic center.</li> <li>• Perform all job tasks within the rules and guidelines of the Village of Libertyville's safety program.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>The Seasonal Pool Concession stand employee must be at least sixteen (16) years of age and have a flexible work schedule days, nights and weekends, knowledge of computers and POS system. Possess the ability to work well with the public, recreation employees, and participants.</p>			
<b>Last Updated By:</b>	Julie Franklin	<b>Date:</b>	Dec 29, 2022