



Job Title: Athletics Concession Worker

Position Title: Athletics Concession Worker	Reports to: Ice Arena Director
Job Category: Support Staff	FLSA: Hourly, Non-Exempt
FTE: Seasonal	Current Date: September 2022

General Summary: Performs support duties in the Ice Arena concession area related to the general concession sales and food preparation.

Essential Duties and Responsibilities:

- Welcome guests who approach the concession stand.
- Take orders for food and beverages and prepare food items using appropriate quantities of ingredients.
- Follow proper sanitation guidelines during food preparation and packing activities.
- Acquaint customers with prices and packing options.
- Process cash payments and tender change, along with ensuring that all received cash is well-accounted for and stored in a safe area.
- Participate in the set-up of the concession stand, arrange inventory of supplies and communicate shortages.
- Perform clean-up duties after each shift and ensure that concession stand is sanitized and tidied up for the next attendant or shift.
- Handle light bookkeeping duties by creating and maintaining reports of cash received against food and beverage items sold
- Clean and maintain food preparation equipment such as grills and ovens on a regular basis.
- Assist with the general duties and operations of the Ice Arena.
- Serve as a resource to the USM community.
- Perform other duties as required.

Knowledge, Skills and Abilities:

- Ability to work collaboratively with others and maintain positive professional relationships
- Excellent customer service skills
- Detail-oriented
- Strong interpersonal skills; capable of using tact and diplomacy in dealing with others
- Ability to be flexible, multi-task and organize
- Capable of competently operating cash sales
- Ability to stand over an extended period of time
- Ability to lift up to 50 lbs.

Education and Experience:

- **Current or recent enrollment as a USM or high school student.**
- **Proficient in general math operations**

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.		X		
Lifting/pulling/pushing up to 5-25 lbs (i.e. boxes of books and mobile computer carts, etc.)	X			
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	

Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X
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Working Conditions: Good working conditions in a school environment

Drug Free Workplace

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.