



TOWN OF ATOKA
 334 Atoka-Munford Avenue
 Atoka, Tennessee 38004
 Phone: (901) 837-5300

www.TownofAtoka.com

TOWN OF ATOKA JOB DESCRIPTION

Position Title	Department	Reports to
Seasonal Recreation Worker	Parks and Recreation	Programs Coordinator
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> On Call	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	August 28, 2023

POSITION SUMMARY

The Town of Atoka is seeking individuals to staff the daily operations of concession stands at Nancy Lane Park and Walker Park. This is a seasonal position with varied shift hours during day, evenings, and weekends. The Nancy Lane Park concession stand operates primarily in the evenings during softball season, Monday- Friday, and on weekends. The Walker Park concession stand operates from 11am-7pm, Monday- Saturday, and 1pm-5pm on Sundays during Splash Pad season & then varied shifts for Weeknights/Saturday for Soccer season. This position will also assist/help with overseeing the Splash Pad, events, and camps.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Food cooking and preparation
- Cash management
- Inventory control
- Merchandise and supply restocking
- Facility cleaning and upkeep
- Exhibit a high degree of customer service skills and positive attitude with staff and customers
- Ability to work evenings and weekends

REQUIRED KNOWLEDGE AND ABILITIES

- Ability to read, write, and perform basic mathematical calculations
- Must have good verbal and written communication skills
- Must be able to perform multiple tasks
- Excellent inter-personal and customer service skills
- Ability to work independently and with a group

- Attention to detail
- Ability to exercise good judgment in evaluating situations and making decisions
- Ability to establish and maintain effective working relations with other employees and the public.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High school diploma or current high school student
- Experience with food preparation, sanitation, and hygiene
- Experience with maintaining a clean working environment
- Concession stands work experience preferred
- CPR certified preferred
- Must pass a criminal background check and drug test

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Must be able to bend, stoop, stretch, and walk

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use entire body to, handle or feel objects, and use concession/kitchen type tools. The employee is regularly required to stand; walk; sit; and reach with hands and arms. The employee must have the ability to lift and/or move 25-50 pounds. The employee must be able to work in a fast-paced environment.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by:

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by:

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The Town of Atoka is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.