



RECRUITMENT ANNOUNCEMENT

Concession Manager (Part-time) Recreation Department

\$15.00 - \$17.00/hour

Posting Date
December 5, 2016

Closing Date
Open Until Filled

*"We believe a strong community embraces diversity, promotes innovation, and encourages collaboration.
We strive to lead by example within the region.
We do this because we want everyone to choose Troy as their community for life.
We believe in doing government the best"*

The [Recreation Department](#) offers high quality leisure programs and services that promote healthy and active lifestyles. Engaging programs from dance to martial arts and yoga, day camps as well as sports allow individuals and families the opportunity to meet their physical and social needs. Our 50 Plus and Adaptive programs meet the needs of our diverse Troy Community.

The Concession Manager will be responsible for overseeing and participating in the daily activities of three concession facilities and the staff members at each location.

DUTIES

- Maintain cleanliness & safety of facility to ensure compliance with Oakland County Health Department codes and regulations.
- Implement daily procedures and policies and report any maintenance issues at concession facilities.
- Communicate with staff and customers in a courteous and professional manner.
- Responsible for hiring training, supervising, disciplining, rewarding, scheduling, and evaluating all staff members.
- Consistently enforce all rules and regulations regarding attire, hygiene, food handling, money handling, and customer service.
- Accurately and responsibly manage all cash handling functions including but not limited to: daily cash register set-up, deposits, credit card transactions, and training staff on how to complete all transactions.
- Manage inventory including: ordering, tracking, pricing, promotions, and specials.
- Perform other duties as assigned.

REQUIREMENTS

- High School Diploma (or GED equivalent).
- Must be 18 years of age or older.
- Must be willing to work a flexible schedule; days, evenings, weekends & holidays through October.
- Strong customer service skills including customer needs assessment and meeting quality standards for services.
- Prior food handling experience required.
- As a condition of employment, the successful candidate must pass a background check.

PREFERENCES

- Recent supervisory work experience.
- One (1) year of higher education.
- Prefer applicants who are currently ServSafe certified.

HOURS

Seasonal work: March through October. Works 30 – 40 hours per week with variable shifts. Open 7 days a week. Must be willing to work a flexible schedule; days, evenings, weekends & holidays.

APPLY

Applications are available at www.troymi.gov/jobopenings, send completed applications to ParksandReconline@troymi.gov or turn into the **Troy Community Center at 3179 Livernois, Troy, MI 48083**. For additional details contact (248)524-3484.

Your application is part of the review process; be sure it is complete. You may attach a resume however, all information requested on the application form must be completed (i.e. writing "see resume" is not sufficient).

AN EQUAL OPPORTUNITY EMPLOYER

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.