



## VACANCY ANNOUNCEMENT

**Job Title:** Concession Attendant (2025 Season)  
(8 vacancies)

**Recruitment Period:** February 5, 2025 until filled

**Pay:** \$11.06/hour (first year)  
\$11.33/hour (second year)  
\$11.60/hour (third year)  
\$11.88/hour (fourth year as Aquatic Center Attendant, Aquatic Deck Attendant,  
or Aquatic Cashier)  
\$12.17/hour (fifth year as Aquatic Center Attendant, Aquatic Deck Attendant, or  
Aquatic Cashier)  
\*\*Bonuses available up to \$300 for seasonal employees who meet certain criteria

**Job Type:** Seasonal (no benefits)

**Department:** Parks & Recreation/Aquatic Center

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### JOB SUMMARY

The Concession Attendant will work in food service operations/concessions at The Station at Central Park, or another recreation facility. Responsible for handling cash for concession operations; balancing all monies daily; ensuring cleanliness of concession area and equipment, following food handling rules and regulations; work in a safe manner, following safety rules and work practices, and using safety equipment as required. Must be able to work days, nights, and weekends.

#### Experience and Training Guidelines:

- No experience or training is required; food or money-handling experience is desirable.
- Applicants must be 16 years of age or older by their first day of employment, AND be enrolled in high school (home school included) or have earned a high school diploma or GED.

#### License or Certificate:

- Food Handler's license or ability to obtain one within first 2 weeks of employment is required.
- First Aid, CPR, AED certification or ability to obtain within the first 30 days of employment is required.

*Selected applicants for this safety-sensitive position must pass a background investigation and drug test prior to employment and will be subject to random drug testing throughout employment, and may be required to supply a current driving record.*

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**ALL APPLICANTS MUST COMPLETE THE CITY OF MOORE APPLICATION**

**ONLINE APPLICATION:** [Submit Online](#)

**PAPER APPLICATION to print, complete, and submit:** [Printable Application](#)

<https://www.cityofmoore.com/departments/jobs>

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at [hr1@cityofmoore.com](mailto:hr1@cityofmoore.com) or 405.793.5004.

**City of Moore is an Equal Opportunity Employer**

# CITY OF MOORE

## Job Description

### Concession Attendant

#### Part-time

**Job Code:** 6614  
**Exempt:** No  
**Department:** Parks & Recreation  
**Reports To:** Concession Supervisor  
**Location:** Recreation Facilities  
**Date Prepared:** January 14, 2016  
**Date Revised:** March 2, 2020

#### GENERAL DESCRIPTION OF POSITION

To serve as a concession worker for the Moore Parks and Recreation Department assigned to The Station at Central Park, or other recreation facilities.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for cash handling for concessions. This duty is performed daily, about 20% of the time.
2. Will work in the food service operation and may require answering the facility telephone. This duty is performed daily, about 25% of the time.
3. Concession operation personnel will be directly responsible for the cleanliness of the concession area and equipment. This duty is performed daily, about 15% of the time.
4. Working with patrons and customers and providing excellent service. This duty is performed daily, about 40% of the time.
5. Need to follow all food handling rules and regulations. This duty is performed daily.
7. Balance money at the end of the day. This duty is performed daily.
9. Good attendance and punctuality is required. This duty is performed daily.
10. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
11. Assist in operations at The Station. This duty is performed as needed.
12. Confidentiality is required upon specific notification to the employee. This duty is performed daily.
13. Perform any other related duties as required or assigned.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

### **PLANNING**

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

### **DECISION MAKING**

Performs work operations which permit infrequent opportunity for decision-making of minor importance and which would only affect the operating efficiency of the individual involved to a slight degree.

### **MENTAL DEMAND**

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Repetitive. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

## **SUPERVISORY RESPONSIBILITIES**

No supervision.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

## **ACCURACY**

Probable errors of internal scope readily detected in normal course of work by standard check or routine crosscheck within a single department or office. Errors resulting from inaccuracy would create minor confusion, delay or expense to correct the situation.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

## **ANNUAL MONETARY IMPACT**

None. Job does not create any dollar monetary impact for the organization.

## **IMPACT ON END RESULTS**

Minimal impact. Job has little or no impact on the organization's end results. Job is focused on non-decision making activities or inconsequential duties.

## **PUBLIC CONTACT**

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

## **EMPLOYEE CONTACT**

Contacts of little importance and usually with immediate associates only. Requires only ordinary courtesy to avoid friction in relationship incidental to working with others.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

## **WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

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

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, use hands to finger, handle, or feel; frequently required to walk, reach with hands and arms, talk or hear; and occasionally required to sit, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

## **ADDITIONAL INFORMATION**

Knowledge of:

- Basic mathematical principles

Ability to:

- Perform mathematical calculations with money
- Perform accurate searches of outstanding bills or other amounts owed in assigned area
- Communicate clearly and concisely, both orally and in writing
- Respond to requests and inquiries from the general public
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Work days, nights, weekends, and some special events

## **Experience and Training Guidelines**

Experience and training that would provide the required knowledge and abilities is as follows:

### **Experience:**

Some experience with money and food handling is desirable, but not required

### **Age and Education Requirements:**

Applicant must be at least 16 (sixteen) years of age by the first date of employment AND be enrolled in high school (home school included) OR have earned a high school diploma or equivalent (GED).

### **License or Certificate:**

CPR/First Aid/AED certification is required  
Food handler's license

## **WORKING CONDITIONS**

Environmental Conditions:

Working closely with the public

Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; operate assigned equipment.

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to 25 pounds.

Employee must tolerate sitting at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time.

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperature.

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to 25 pounds.