

Job Title: Concessions / Food Service Coordinator

Department: Watford City Park District / Rough Rider Center Food Service

Status: Non-Exempt

Starting Wage: \$20-\$21/hour DOE

Essential Job Duties

- * Oversee Concessions activity and coordinate with the Food Service Manager needs and issues.
- * Work with Food Service Manager to maintain inventory/product levels.
- * Prepare, serve hot foods.
- * Maintain and clean/ sanitize work area, utensils, and equipment.
- * Provide and work with Food Service Manager to ensure all concessions staff are giving impeccable customer service.
- * Assist with caterings and coffeeshop on a regular basis when concessions are not operating.
- * The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted as situations require.

Job Duties/Tasks

- Training and supervising concessions staff, preparing and selling food products by closely following the prescribed preparation techniques and recipes for various food items.
- Attracting new customers and generating additional revenue; characterizing new and expanded products and services.
- Cleaning and sanitizing utensils, work areas and equipment.
- Regularly checking the temperature of refrigerators, freezers, or other heating equipment to make sure it functions properly.
- Preparing and serving foods such as burgers, chicken, strips fries, etc.
- Maintaining equipment from time to time by closely following operating guidelines, replenishing supplies, troubleshooting breakdowns, calling for checkup and repairs and performing preventative maintenance.
- Studying, and evaluating processes, maintaining, and implementing changes, enhancing the outlook of the concessions stand to improve quality results.
- Ensuring a healthy and safe environment and a friendly atmosphere by following sanitation regulations and organization standards.
- Labeling, wrapping or dating food products for sale.
- Slicing vegetables, fruits, meats or desserts for use in food service.
- Setting up or restocking product displays.
- Taking out the garbage, sweeping and mopping floors.
- Taking customer orders and conveying them to other employees for preparation.
- Listening to customer complaints and queries and addressing their concerns in an efficient yet friendly manner, and reporting to the Food Service Manager without delay.
- Maintaining a prompt and friendly customer service.

- Reporting potential safety hazards to the Food Service Manager without delay.
- May be required to deal with other matters at hand in one go, i.e., carry out all-around tasks for the concessions stand such as stock control and cleaning tables.
- Other duties as assigned.

Requirements/Skills/Qualifications

- No educational background required.
- Food service background preferred.
- Leadership abilities.
- Willingness and ability to work at special events.
- Excellent listening and verbal communication skills.
- Detail oriented and well organized.
- Confident yet friendly personality.
- Maintains a professional attitude and company morale.
- Is a team worker.
- Prompt and efficient customer service.
- Good attendance.
- Sufficient experience to understand the basic principles relevant to the major duties of the position.
- Ability to work weeknights and weekends as needed.
- Ability to work with limited supervision.
- Ability to lift a minimum of 30 pounds or heavier lifting with other employees.
- Ability to effectively communicate verbally and in writing.
- The knowledge and ability to manage multiple tasks.
- Possession of or ability to obtain (within 30 days) a valid driver's license issued by the State of North Dakota for the type of vehicles or equipment operated.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.

Working Conditions

The work is typically performed indoors, or at the baseball fields concessions stand. The employee will be exposed to noise, grease, irritating chemicals, and machinery with ability to produce liquids at high temperatures.

The work is typically performed while standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects.

Email Application to: ShellyH@roughridercenter.com

For questions, contact: Shelly at 701-842-3665

Or mail: Rough Rider Center, Po Box 1739, Watford City, ND 5885

Job Type: Full-time

Expected hours: 40 per week

Experience:

- Basic math: 1 year (Required)

Shift availability:

- Day Shift (Required)
- Night Shift (Required)

Ability to Commute:

- Watford City, ND 58854 (Required)

Ability to Relocate:

- Watford City, ND 58854: Relocate before starting work (Required)

Work Location: In person