

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

## RECREATION – CASHIER & COOK

**Department:** Public Services

**Division:** Recreation

**Work Schedule:** **Lorin Farr Swimming Pool, 4<sup>th</sup> Street Ball Park, Miles Goodyear Park**

- **Very Flexible Part-Time Schedules**
- **Position available approximately from March through October**

Shifts can be negotiated/discussed in the interview. Typically, Cashiers and Cooks work 5-29 hours per week. Must be willing to work a flexible schedule any day of the week including weekends, holidays, and special events. Work is during morning and evening hours.

**Rate of pay:** **\$12.00 per hour;** wage dependent on prior experience with the Recreation Division

### MINIMUM REQUIREMENTS

- 16 years and older
- Food Handler's Permit- not required at the time of application, however preferred. Must be completed before first scheduled shift.
- Alcohol Server Training Certification must be completed for those 21 years and older working at 4<sup>th</sup> Street Ball Park. Must be completed before first scheduled shift at 4<sup>th</sup> Street Concession Stand.
- Previous cash handling experience preferred.
- Ability to learn to handle cash and learn to operate a cash register and corresponding point of sale computer system.
- Excellent interpersonal skills & a friendly, positive attitude with co-workers, managers, volunteers & guests.

### ESSENTIAL JOB FUNCTIONS

- Greet guests, communicate offerings, and answer any guest questions in a friendly manner.
- Conduct oneself in a professional manner and be dressed in proper uniform.
- Provide excellent guest service while working in a very fast paced environment.
- Report unsafe conditions to the appropriate personnel in a timely manner.
- 4<sup>th</sup> Street Ball Park only, serve alcoholic beverages responsibly, request identification, adhere to all alcohol service policies and procedures in accordance to Utah State Law.
- Cook and serve food and beverage items in correct proportions and guidelines following proper sanitation guidelines.
- Record all waste.
- Participate in the set-up, arrange inventory, notify supervisor of any inventory deficiency or shortages.
- Perform clean-up duties to maintain the quality appearance of the work area, including cleaning equipment.
- Record all transactions via the point-of-sale system and inform guests of the amounts owed.
- Collect the proper money for food and beverage items; process credit cards or determine correct change for

guest.

- Account for all transactions; maintain accurate cash count and balance banks at end of shift.
- Maintain sanitation, health, and safety standards in work areas.
- Perform other duties as assigned.

### **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, chemicals, unpleasant odors, and/or loud noises
- Ability to push, pull, or lift 20 pounds (frequently), 50 pounds (occasionally), and 150+ pounds (rarely).
- Ability to stand or sit for long periods of time in varying inside and outside air temperatures and climate conditions.
- Must have sufficient hearing and communication skills to perform the duties of the job.

### **CRIMINAL HISTORY BACKGROUND CHECK**

Successful applicant must pass background check.

### **MOTOR VEHICLE REPORT**

Driving record of successful applicant will be obtained by the HR office.

### **APPLICATION PROCEDURE**

On-line applications will be accepted at [www.ogdencity.com](http://www.ogdencity.com) until **filled**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. All applications/resumes will be evaluated and ranked based on relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

***WE ARE A DRUG FREE WORKPLACE - AA/EOE/ADAAA- February 13, 2023***