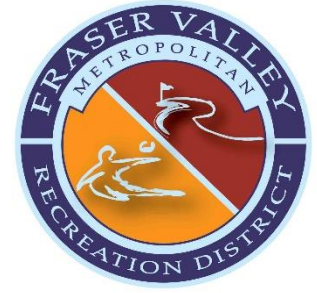


Fraser Valley Metropolitan Recreation District
P.O. Box 3348 Winter Park, CO 80482
970.726.8968



POSITION TITLE: Concessions / Point of Sale (POS) Attendant
CLASS: Part Time
PAY TYPE: Non-Exempt
PAY GRADE: 20
PAY RANGE: \$14.00 - \$19.00 per hour
SUPERVISOR: Foundry General Manager

WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service; creating amazing experiences for our residents and guests every day. We invite you to join our team!

GENERAL STATEMENT OF DUTIES: Greet customers and provide prompt, friendly, and efficient service. Take customer orders for concessions and movie tickets. Answer phones in a professional and pleasant manner. Provide information on programs and services, promotions, pricing, and specials.

ESSENTIAL JOB FUNCTIONS: The following examples are meant to be illustrative only and are not intended to be all inclusive. FVMRD reserves the right to modify essential functions of this job at any time.

- Provide exceptional customer service.
- Learn and operate concessions point of sale (POS) system.
- Responsible for cash balance and following opening and closing procedures.
- Record sales on a computer terminal, accept payment, and make change.
- Be knowledgeable of menu and concessions items and their prices.
- Prepare and handle food in accordance with District policy and local health department regulations.
- Stock concession supplies.
- Provide basic maintenance and cleaning support for entire facility, including theaters between movies.
- Perform other related duties as necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Windows-based computer operating systems, including MS office.
- Knowledge of food and beverage and bowling point of sale (POS) systems.
- Excellent communication skills to interact effectively with all customers.
- Accurate cash handling and math skills.
- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with staff members, patrons, and the general public.
- Ability to work evenings, weekends and holidays.

EDUCATION, TRAINING, AND EXPERIENCE:

- Must possess, or be able to obtain, CPR, First-Aid, AED certifications (training provided).

Work Environment: Work is performed in an indoor bowling facility and movie theater and may include periods of high activity. The noise levels in the facility range from quiet to very loud.

Physical Requirements: While performing the duties of this position the employee is required to walk, stand, sit, talk, hear, and see. Occasional lifting of 10 pounds or greater is required.

The FVMRD is customer service oriented and committed to hiring individuals who respond effectively and efficiently to citizen needs and concerns.

EQUAL OPPORTUNITY EMPLOYER

Employee Name

Employee Signature

Date