



Part-Time Concessions Assistant Manager Job Description

Reports to: Concessions Manager, and the Food and Beverage Director
FLSA: Hourly
Approved By: Chief Executive Officer, HR Director, Food and Beverage Director

Position Summary:

Responsible for assisting the Concessions Manager along with the Food & Beverage (F&B) director with organizing, and maintaining operational excellence in the division of the concession. Responsible for assisting with operations for concessions for the rink and the park. Provide direct leadership to Supervisors, and team members in concessions. Assist when needed in daily operations of the rink cade, and park concessions. Provide support and leadership in promoting operational excellence and team development—knowledge and compliance with industry, state, and local regulations.

Essential Duties and Job Responsibilities:

- Oversee and assist with maintaining daily operation of park concessions, including food ordering and receiving, food stands, parties in dining rooms, and restaurants.
- Maintain safety standards, cleanliness, coordinate cleaning projects, and operational status of food prep locations, food stands, restaurants, and employee-only areas.
- Assist with ordering and maintaining supplies, including all concession inventories, and ensure paperwork is completed and filed on time.
- Assist with monitoring equipment, supplies, and storage areas, including maintenance and inventory (e.g., keys, radios, cleaning supplies, food prep equipment, etc.).
- Communicate and follow up on maintenance issues related to concession areas.
- Assist with training of staff to meet the highest standard of job performance and assist with food preparation.
- Identify and address departmental issues. Notify and work with appropriate team members or departments as necessary.
- Promote guest satisfaction through guest interaction, team member efficiency, and area cleanliness.
- Assist and ensure adequate staffing at all times.
- Terminate, retrain, discipline, and counsel team members as needed.
- Follow and enforce all park policies and safety procedures.

Requirements:

- Minimum of 2 years experience working in at least a managerial role in the food service industry.
- Knowledge, training, and skills are required from all aspects of the foodservice industry.
- Certifications from ServSafe Manager and ServSafe Alcohol, or be able to obtain within 3 months of hire.
- Able to have Flexible availability, with the ability to work 16 to 24 hours per week during daily operations, including evenings, weekends, and holidays.
- Have current food handlers card and OLCC permits.
- Must be 21 or older.

Knowledge, Skills, and Abilities:

- Ability to communicate professionally and courteously.
- Attention to detail and punctuality.
- Ability to consistently set a positive example and be a team player.
- Excellent organizational, planning, and recordkeeping skills.
- Ability to adapt and adjust to changes as needed.
- Self-starter.
- Ability to follow, and execute operating all plans and safety protocols.
- Ability to maintain a high standard of food safety, guest service, and cleanliness and hold all team members accountable to this standard.

Physical Demands:

- Constantly using hands for grasping and holding objects necessary for performing duties.
- Able to twist, bend, stoop, reach and or kneel.
- Able to lift up to 50 pounds in place or move across a distance.
- Able to stand for several hours at a time.
- Able to walk for extended periods
- Able to tolerate extreme weather conditions

Wage:

- This is a part-time, full-year position (2 to 3 days per week), and will be hourly. Hourly wage is DOE.

Benefits:

- At Oaks Park, some amazing employee perks include free rides and roller skating, discounts on food and in our gift shop, REAP card (while supplies last) which allows an employee and a guest to visit several other Non-Profit venues within the state, and as a full-time employee, you will be eligible for Medical, Dental and paid long/short term and life insurance, along with a GREAT FUN atmosphere to work in.

Oaks Park welcomes people from all walks of life and is an inclusive workplace. We believe a great team makes the dream work! Oaks Park is a drug-free workplace, and pre-employment drug screen and background check are required.