

Municipal Building
Kenosha, WI 53140
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www.kenosha.org



HUMAN RESOURCES DEPARTMENT
Recruitment & Selection
Health & Benefits
Risk Management

City of Kenosha
Employment Opportunity
CONCESSIONS ATTENDANT
seasonal only – April - November
\$8.65/ hour

NOTE: No person can be employed who has a relative currently employed by the City of Kenosha in a position covered by the Civil Service System Ordinance or who has a relative in any elected office or elected position in City of Kenosha government. "Relative" includes any member of the immediate household or anyone whose relationship by blood or marriage is as close or closer than first cousin, including "step" relationships or any grandparent or grandchild. Relatives of City employees within the protective services of Kenosha Fire or Police Department are exempted from this restriction. Residency requirement: Applicants must reside within Kenosha County, Racine County (except the Town of Waterford; however the Village of Waterford is acceptable), Franklin, Oak Creek or South Milwaukee. The incumbent of this position is required to maintain such residency during the term of employment.

GENERAL OVERVIEW OF POSITION

Concessions Attendants work at the municipal golf course at Washington Park. The golf course operates 7 days/week during the season, weather permitting. Employees are scheduled to work weekdays, weekends and holidays. Golf course operations are generally 7 days/week with hours between dawn and dusk. Work schedule may be for summer months or for entire golfing season (approximately April through October/November).

Concession Attendants at the **municipal golf course** sell golfing permits and merchandise; rent carts and equipment; prepare and sell concessions (food); perform general maintenance and clean-up work of the clubhouse and grounds; perform other related work as required.

REQUIREMENTS

Knowledge, Skills and Abilities:

- Knowledge of basic math associated with currency and patronage.
- Skill in operation of general office equipment such as telephone, copier, cash register, etc.
- Knowledge of basic food preparation and proper food handling.
- Ability to understand and follow orders, orally and in writing.
- Ability to handle money with accuracy.
- Ability to prepare accurate reports in a timely manner.
- Ability to provide customer service, resolving customer inquiries and complaints.
- Ability to establish and maintain effective working relationships with employees, supervisors, and public.
- Ability to handle reasonably necessary stress.

Physical Requirements:

Task involves some physical effort, i.e. some standing and walking, frequent light lifting (5-10 pounds); infrequent moderately heavy lifting (20-50 pounds); minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment.

Task may involve extended periods of time sitting or standing at a customer service area.

Environmental Requirements:

Task is regularly performed with minimal exposure to adverse environmental conditions.

Sensory Requirements:

- Task requires sound perception and discrimination.
- Task requires visual perception and discrimination.
- Task requires oral communications ability.

Training/Education and Other Requirements:

- Prior experience providing customer service and requiring responsibility in handling money required, including experience with general maintenance (stocking, cleaning, etc.).
- Prior food preparation and food handling experience.
- Age 18 or older (high school diploma or GED highly desired).
- Current Wisconsin driver license with good driving record.
- Must pass pre-employment drug testing and may be subject to random drug testing throughout season.

2010 WAGE: \$8.65 per hour

METHOD OF SELECTION:

Applicant's education, training and experience will be analyzed. Written, oral and/or proficiency exams may be given to determine if the applicant has the necessary knowledge, skills and abilities. Appointment to the position will be in accordance with City policy & the Civil Service Rules. The City of Kenosha reserves the right to further evaluate only those applicants who best meet the needs of the City.

HOW TO APPLY:

Application forms are available on-line at www.kenosha.org at the City of Kenosha Human Resources Department, Room 205, 625 52nd Street, Kenosha, WI 53140 **Applications will be accepted until the needs of the City have been met for the 2010 season.**