



**CITY OF NORMAN**  
**Employment Announcement**  
**REVISED**

**Human Resources Department**  
201 C. West Gray

**P.O. Box 370**  
**Norman, OK 73070**

**Phone: (405) 366-5482**  
**Web: [www.normanok.gov](http://www.normanok.gov)**

**JOB TITLE:** Concessions Cashier II (2 positions)      **JOB CODE:** 08  
**DEPARTMENT:** Parks and Recreation  
**SALARY:** \$11.00-\$12.00 per hour (DOQ)  
**STARTING DATE:** May 1, 2021  
**JOB LOCATION:** Westwood Family Aquatic Center  
**WORK PERIOD** Shifts Vary: Monday- Sunday - 7:00 a.m. –11:00 p.m. Must be available to work from May 1, 2021 to September 27, 2021. Adjustments can be made for high school/college students.  
**REPORTS TO:** Concession Manager

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**MINIMUM QUALIFICATIONS:**

**Education and Experience:** Applicant must be at least 18 years of age. **Licenses and Certifications:** Must obtain American Red Cross First Aid and Safety certification, Cleveland County food handler certification, and City of Norman Cash Handling Certification by May 15, 2021. **Skills:** Outstanding customer service skills, good decision making and organizational skills. Ability to deal effectively and cooperatively with people of all ages and the ability to problem solve quickly. Ability to maintain regular, predictable and punctual attendance. **Additional Information:** Selected applicant must pass background investigation and drug screen. Required training TBA.

**DUTIES AND RESPONSIBILITIES:**

**Essential Functions:** Collect and record money for concession operations, prepare and serve food and beverages. Assist public and staff members in emergency situations. Assist in supervising concession cashier employees in manager's absence. Performs other related duties as required.

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**Open Recruitment**  
**RECRUITMENT PERIOD**