



CITY OF NORMAN

Employment Announcement

Human Resources Department
201 C. West Gray

P.O. Box 370
Norman, OK 73070

Phone: (405) 366-5482
Web: www.normanok.gov

JOB TITLE: Concession Manager **JOB TYPE:** Part Time
DEPARTMENT: Parks and Recreation
SALARY: \$20.00 per hour (Non-Exempt)
STARTING DATE: April 10, 2023
JOB LOCATION: Westwood Family Aquatic Center
WORK PERIOD: Shifts Vary: Monday - Sunday, 5:00 a.m. – 11:00 p.m. Must be available to work from April 10, 2023 to September 24, 2023. Must be able to work weekends and vacation requests are limited.
REPORTS TO: Concession Supervisor

Education and Experience: Applicant must be at least 21 years of age and have a minimum of three (3) years office management experience. Must have excellent leadership skills, customer service experience, good cash handling practice, and be sufficient in excel, word, and billing.

Licenses and Certifications: Must obtain CPR/AED/First Aid/Emergency Oxygen for the Professional Rescuer Certification, City of Norman Cash Handling Certification and Cleveland County Food Handler Certification by May 26, 2023.

Knowledge: Knowledge of staff management, food handling, safe food preparation, inventor management, risk management, customer service, and knowledge in emergency procedures and first aid treatment.

Skills: Ability to supervise and train staff, possess leadership skills, good decision making and organizational skills. Lead by example and have the ability to do physically and mentally demanding work.

Essential Functions: Assist in the development, administration and operation of the Concession department at Westwood Family Aquatics Center. Duties and responsibilities include, but are not limited to, administrative work, food ordering, staff scheduling, cash out, reports, special event planning, safety audits of the staff and equipment, staff in-service trainings and providing a safe and respectful workplace for all the other employees. Including the maintenance and cleaning of the Westwood Family Aquatics Center, assuring necessary custodial and maintenance tasks are completed on a daily basis and in a timely manner. Performs other related duties as required.

Additional Information: Selected applicant must pass background investigation, physical examination and drug screen.

Open Recruitment
RECRUITMENT PERIOD

EQUAL OPPORTUNITY EMPLOYER