

**POSITION DESCRIPTION  
COUNTY OF DECATUR, INDIANA**

**POSITION:** Sports Complex Concessions  
**DEPARTMENT:** Parks and Recreation  
**WORK SCHEDULE:** Hours and Days Will Vary  
**JOB CATEGORY:** LTC (Labor, Trades, and Craft)

**DATE WRITTEN:** February 10, 2025                      **STATUS:** Part Time  
**Date Revised:**    **FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual, must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Decatur County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Sports Complex Concessions for the Decatur County Parks and Recreation Department, responsible for preparing and serving foods and beverages, operating cash register, and cleaning concession area and equipment.

**DUTIES:**

Prepares concessions for daily sports complex concessions, including cleaning, preparing food and drinks, and opening cash register. Balances cash drawer at the end of day. Prepares daily deposit slips.

Serves customers food and drink.

Prepares inventory inspection and submits to the Executive Director.

Cleans concession area, equipment and stocks as needed.

Sweeps floors and collects trash to be discarded and mops as needed.

Close concession stand at the end of the day and disposes of trash.

Performs related duties as assigned.

**SKILLS AND KNOWLEDGE:**

Must be at least 15 years of age.

Ability to meet all hiring requirements including passage of a drug test and background check.

Working knowledge of and ability to make practical application of basic maintenance and food sanitation requirements.

Working knowledge of maintenance and safety precautions and practices applicable to operating concession equipment safely.

Ability to properly operate and clean concession equipment.

Ability to operate a cash register, handle cash, count, and perform simple arithmetic.

Ability to communicate orally and in writing with co-workers, other County departments, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain, and carry out oral instructions.

Shall comply with all employers and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

**RESPONSIBILITY:**

Incumbent's assignments are performed according to specific detailed instructions for easily learned non-specialized or repetitive duties. Errors are primarily prevented through standard bookkeeping checks and supervisory review. Work errors could result in loss of money to department.

**PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, vendors and the public for purposes of giving information and rendering services.

Incumbent reports directly to the Executive Director.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a concession area involving sitting/walking at will, sitting/standing for long periods, lifting/carrying/pushing/pulling objects weighing less than 25 pounds,

handling/grasping/crouching/kneeling/bending/reaching, close/far vision, keyboarding, hearing sounds/communication, and speaking clearly. Strain is not prolonged and effort is extended for short periods of time. Incumbent works in a confined and noisy area. Safety precautions must be followed at all times.

Application should be submitted online at <https://decaturcounty.in.gov/employment>

*Decatur County is an Equal Employment Opportunity Employer*

Posted: 2/25/2025

Removed: 3/21/2025