

Clinton County, Iowa  
Job Description  
Conservation Board

Job Title: Part-Time Concession Worker	Reports to: Concessions Lead; Park Supervisor
Department: Conservation	Pay Band: A11
Revision Date: 9/23/2024	FLSA: Non Exempt

**Summary:** Prepare food, cleans, register campers, rent boats, provides customer service to campers and banquette hall guests, and sell supplies to park visitors. Answer customer questions on a wide range of topics concerning the park and park activities.

**Essential Duties:** Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Sell merchandise to customers.
- Works alone and with other store staff to prepare food items such as hamburgers, hot dogs, sandwiches, French fries, and larger meals for planned special events.
- Able to practice sanitation and hygiene in food prep.
- Will clean kitchen, banquette area, public bathrooms, and other areas as assigned.
- Rents canoes and kayaks.
- Processes walk in registrations for campground cabins and campsites.
- Serves as a point of information for park visitors. Must be knowledgeable on subjects pertaining to the park and its activities or know where to get the answers to customer questions.
- Ability to make change and deal with money.
- Must be honest, responsible, and uphold the image of Clinton County Conservation.
- Will work a nonstandard workweek.
- Other duties as assigned

**Minimum Qualifications Requirements - (Education and Experience):**

- Experience in food prep, sanitation, hygiene, and cash handling.
- Ability to use computer software such as MS Excel and Word is required.
- Must be at least 16 years of age

**Minimum Qualifications – (Knowledge, Skills and Abilities):**

Language Skills:

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- Ability to read, analyze, and interpret general business periodicals and, technical procedures,
- Ability to write reports, general business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to order and manage a budget and stock/supplies.

### Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.
- Ability to apply concepts of basic algebra.

### Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.
- Ability to analyze customer wants/needs to keep income flow for concessions.

### **Work Environment:**

- Environmental – Frequently exposed to work near moving mechanical parts. Occasionally exposed to wet or humid conditions (non-weather); toxic or caustic chemicals; outdoor weather conditions; and vibration. Works with kitchen utensils, sharp objects, and oven/stove top heating elements including deep fryer.
- Noise – Moderate (example: business office with computers and printers, light traffic).

### **Physical Demands:**

- Standing or being stationary – Approximately greater than 2/3 of on-the-job time.
- Walking or traversing – Approximately greater than 2/3 of on-the-job time.
- Sitting or being stationary – Approximately less than 1/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately greater than 2/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position oneself to move– Approximately less than 1/3 of on-the-job time.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.
- Tasting or smelling – Approximately less than 1/3 of on-the-job time.
- Weight lifted/Force exerted – Occasionally requires lifting of objects up to 50 pounds.

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Vision – Close vision (clear vision at 20 inches or less); Distance vision (clear vision at 20 feet or more); Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); Depth perception (three-dimensional vision, ability to judge distances and spatial relationships); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

### **Certificates, Licenses, Registrations:**

- AAA Food Handlers Certification within 30 days of hire

### **Supplemental Information:**

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_