



City of Kansas City, Missouri Job Class Specification

Job Title: CONCESSION CLERK **Department:** MULTI
Job Code: 5605 **Status:** NONEXEMPT **Grade:** L-1

Summary

This is permanent or seasonal work preparing and serving refreshments, selling tickets for various city-owned concessions, stocking concession stands and snack bars, preparing orders for merchandise, taking inventory, and performing other duties associated with the operation of city-owned concessions.

Work involves responsibility for performing manual tasks and dispensing food, drinks, confections, novelty items, and other merchandise and concession services to the general public. Work also includes performing custodial tasks in and around assigned concession stands, snack bars, kitchens, or other facilities; typically performs lead worker duties in a concession stand and the operation of various food preparation machines and equipment. Work is reviewed through a review of sales cash records, inventory, and management of the operations of an assigned facility.

Duties and Responsibilities

- Assists in leading and participates in the work of assigned co-workers waiting on customers, preparing sandwiches, and other food products, and renting and selling other merchandise to the general public.
- As lead worker, counts money received, makes out daily cash receipts, rings out and verifies cash registers and forwards money received to a designated person and office.
- Assists in leading and participates, as necessary, in performing custodial tasks in and around assigned concession stand, kitchen, or other facility.
- Assists in appropriate procedures in order to maintain proper accounting and disposition of merchandise and equipment.
- Assists in ordering food products, novelty items, paper supplies, and other merchandise as necessary to maintain minimum inventory levels.
- Disassembles, cleans and completes minor maintenance of concession equipment, such as grills, blenders, ice cream machines, popcorn machines, food cutters, and strollers.
- Practice proper sanitation and food handling procedures.
- Performs related duties as required.

Technical Skills

- Must demonstrate ability to meet and deal tactfully with the general public and reflect an image of courtesy, efficiency, and service to the public; acquire, within a reasonable period of time, specific knowledge regarding assigned concession activities, facilities, and services; establish and maintain effective working relationships with other employees as a lead worker; completes routine records; proper sanitation and food handling.
- Must demonstrate ability to perform addition, subtraction, multiplication, and division of whole numbers and fractions.

Education and Experience

Completion of the eighth grade and (6) six months of experience in retail or food and beverage sales.

Certificates/ Licenses/Special Requirements	▪ Must be at least fifteen (15) years of age. ▪ Must pass a background check as prescribed by the City.
Supervisory Responsibility	May act as a lead worker.
Supervision Received	Work is performed under general supervision.
	Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
Created	8/94
Revised	11/94, 1/97, 5/97, 10/03, 3/05, 9/06, 9/21, 8/2022