



CITY OF PATASKALA

ORDINANCE 2022-4416

Passed April 4, 2022

AN ORDINANCE CREATING AND ESTABLISHING TWO NEW POSITIONS WITHIN THE CITY OF PATASKALA PARKS AND RECREATION DEPARTMENT, TO WIT: CONCESSION STAND WORKER AND CONCESSIONS ASSISTANT MANAGER

WHEREAS, on February 28, 2022, the Personnel Board of Review, reviewed and approved the following new positions (and the corresponding job descriptions) within the Parks and Recreation Department: Concession Stand Worker and Concessions Assistant Manager

WHEREAS, Council for the City of Pataskala now wants to create these new positions so that the City may advertise, interview, and fill this new positions before the 2022 season begins: and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF PATASKALA, COUNTY OF LICKING, STATE OF OHIO, A MAJORITY OF ALL MEMBERS ELECTED OR APPOINTED THERETO CONCURRING, THAT:

Section 1: Council for the City of Pataskala hereby creates and establishes the following positions within the City of Pataskala Parks and Recreation Department, the corresponding job descriptions attached hereto and incorporated herein by reference, and the starting pay rates for each position.

- a. Concession Stand Worker: \$9.50-\$10.00
- b. Concessions Assistant Manager: \$9.50-\$10.00

Section 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of Council and that all deliberations of the Council and any of the decision-making bodies of the City of Pataskala which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.


Section 3: This Ordinance shall take effect at the earliest time allowed by the Charter of the City of Pataskala.

ATTEST:


Kathy M. Hoskinson, Clerk of Council


Michael W. Compton, Mayor

APPROVED AS TO FORM:


Brian M. Zets, Law Director



CITY OF PATASKALA, OHIO POSITION DESCRIPTION

| | |
|------------------------------|---------------------------------|
| POSITION TITLE: | Assistant Concession Manager |
| PAY RATE: | \$16.50 |
| POSITION TERM: | Seasonal (non-permanent) |
| DEPARTMENT: | Parks and Recreation Department |
| POSITION REPORTS TO: | Parks and Recreation Manager |
| NUMBER OF OPENINGS: | One (1) |
| FLSA STATUS: | Non-Exempt |
| CIVIL SERVICE STATUS: | Unclassified |

JOB DESCRIPTION:

Essential Functions

Duties include, but are not limited to, the following:

- Responsible for the day-to-day operations of the concession stands located at our outdoor pool facilities.
- Operating the point-of-sale system and balancing the cash drawers at close.
- Training staff on how to properly use, cook with, and clean concession equipment.
- Informing supervisor of any problems needing special attention.
- Ensuring sites meet Licking County Health Code standards.
- Attend staff meetings and trainings.

HOURS: Total of 800 hours over a two-month time period- Additional hours are possible

- Be available AM, Afternoon. PM
- Work special events, community events, and pool parties
- Be available during weekends and holidays
- Concession Stand Operations: 10am-7pm Daily

Safety

- Follows established safety procedures
- Reports unsafe conditions to supervisor
- Assists with department housekeeping

Other Duties

- Other related duties as required or assigned by the on-duty Pool Manager

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

- Must be 18 years old by Memorial Day of each pool season

TRAINING AND EXPERIENCE

- Obtain First Aid, AED, CPR certification training which is administered upon hire
- Obtain Serv Safe Food Handling Certification upon hire:
- Must pass basic money handling math test

All applications will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

Posted:

The City of Pataskala is an equal opportunity employer



CITY OF PATASKALA, OHIO

POSITION DESCRIPTION

| | |
|------------------------------|---------------------------------|
| POSITION TITLE: | Concession Stand Worker |
| PAY RATE: | \$9.50-\$10.00 |
| POSITION TERM: | Seasonal (non-permanent) |
| DEPARTMENT: | Parks and Recreation Department |
| POSITION REPORTS TO: | Parks and Recreation Manager |
| NUMBER OF OPENINGS: | Six (6) |
| FLSA STATUS: | Non-Exempt |
| CIVIL SERVICE STATUS: | Unclassified |

JOB DESCRIPTION:

Basic Functions

The Concession Stand Worker is responsible to provide customer service. Prepares and serves a variety of menu items. Sells items, collects payment, and provide correct change to the guests. All Concession Stand Workers report directly to the Concession Stand Manager.

Essential Functions

Duties include, but are not limited to, the following:

- Perform swimming rescues and first aid CPR, as needed.
- Take orders for food, beverages and prepare microwaveable food items such as sandwiches and hotdogs using appropriate quantities of ingredients.
- Follow proper sanitation guidelines during food preparation and packing activities.
- Participate in the set-up of concession stand/admission area, arrange inventory of supplies, and communicate shortages of deficiencies to facility manager.
- Assist in conducting program evaluations
- Assist with participant registration and inquiries
- Maintain a safe environment in the pool and surrounding areas and ensure safety of pool patrons.
- Attend staff meetings and trainings.
- Leads energizing, fun, safe, and educational classes, as directed by the supervisor.

HOURS: Total of 300 hours over a two-month time period- Additional hours are possible

- Be available AM, Afternoon. PM
- Work special events, community events, and pool parties
- Be available during weekends and holidays
- Concession Stand Operations: 4-8 hour shifts each day: Concession stand operation

Safety

- Follows established safety procedures
- Reports unsafe conditions to supervisor
- Assists with department housekeeping

Other Duties

- Other related duties as required or assigned by the on-duty Pool Manager/Swim Lesson Coordinator

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

- Must be 15 years old by Memorial Day of each pool season
- Pass basic money handling math test

TRAINING AND EXPERIENCE

- Attend regular in-services and meetings both online and in person
- Ability to investigate and resolve citizen complaints and inquiries.
- Ability to establish and maintain effective working relationships with employees and the public.

All applications will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

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