



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Concessions Attendant**  
Leadership Level: Leader  
Status: P/T  
Reports to: Executive Branch Director

Pay Rate: \$7.60  
FLSA Status: Non-Exempt  
Department: Aquatics  
Revision Date: 05/15/2019

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Under the direction of the Executive Branch Director, the Concessions Staff member be responsible for assisting in all areas such as using a cash register, serving customers food, keeping areas clean and orderly, following required guidelines, assisting with inventory, and stocking.

### ESSENTIAL FUNCTIONS:

- Assisting with the opening and closing of the concession area daily.
- Following required guidelines, serving snacks, cleaning machines and counter tops and other areas that require attention.
- Assisting with stocking, inventory, maintaining an organized and clean concession area.
- Notifying Leadership when supplies are low and need to be reordered.
- Maintaining positive communication with all members, guests, and YMCA employees.
- Attending staff meetings.
- Performs other duties as assigned.

### LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership  
Building Relationships: Collaboration, Communication & Influence, Inclusion  
Developing & Inspiring People: Developing Self & Others, Emotional Maturity

### QUALIFICATIONS:

- Minimum age of 15
- Must have ability to count and do basic math associated with a cash drawer
- Must communicate effectively; both orally and in writing
- Must possess problem solving, organizational and task management skills; ability to make independent and sound decisions in a rapidly changing environment
- Must be able to show initiative in the absence of supervision
- Must be able to relate to and work with diverse groups of people in a friendly and consistent manner
- Must present a neat and professional appearance at all times
- Must be willing to work a schedule that reflects the needs of the branch; including evening and weekends.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to frequently perform the following physical activities; bend, stoop, kneel, twist, reach with hands, sit, stand, walk, move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity to perform detailed tasks, and be able to work inside and outside in concessions stand without air conditioning.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_