

THE SALVATION ARMY
North and Central Illinois Division - Wonderland Camp and
Conference Center
POSITION DESCRIPTION

POSITION TITLE: Concession Lead
LOCATION/DEPT: Wonderland Camp and Conference Center
REPORTS TO: Assistant Director
FLSA CATEGORY: Non-Exempt
STATUS TYPE: RPT

OUTCOMES

Will oversee the daily operation of the Snack Shop.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide efficient service to all customers with a cheerful attitude.
2. Maintain the premises in a clean, sanitary condition at all times (inside and outside).
3. Inspect and assure that Catalpa is safe, and in good repair. Report issues.
4. Submit purchase requests to the Assistant Director, keeping within set budget.
5. Keep shelves stocked and merchandise marked.
6. Maintain inventory.
7. Help maintain and stock all vending machines.
8. Remit balance sheets and receipts on a daily basis.
9. Maintain security of the concession area at daily/evening closing (windows and doors).
10. Attend leadership and general staff trainings.
11. Assist Leadership Staff with other assigned duties (camper outings, pickup/drop-off, etc).
12. Participate in and encourage attendance at staff devotions, outings, and worship services.
13. Maintain a servant attitude, function as part of the team.
14. Participate in leadership training week
15. Complete ARC CPR for the Professional Rescuer and Standard First Aid.
16. Submit a written brief at the end of the summer.
17. All other duties as assigned.

REPORTING RELATIONSHIPS

This position reports to the Assistant Director.

In contacts related to this position's duties, this individual acts as a representative of The Salvation Army and its mission.

EDUCATION/EXPERIENCE

- Current High School student or High School diploma.
- Able to handle monetary transactions.

COMPETENCIES

- Ability to accept authority and work a flexible schedule.
- Good communication and interpersonal skills.
- A guest first attitude.
- Demonstrated ability to use initiative and be a self-starter.
- An attention to detail.
- A positive attitude and the ability to be flexible in light of changing job situations/priorities.

- In agreement with the philosophy, goals and objectives of The Salvation Army Wonderland Camp and Conference Center.
- Supportive of the mission of The Salvation Army.

POSITION LIMITATIONS

- The individual will only commit Army resources which have been allocated or approved.
- The individual shall keep the Assistant Director informed of all critical issues relating to his/her area of responsibility.
- This individual will adhere to all policies and procedures in carrying out the responsibilities of this position.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- This position is required to do light to moderate physical work.
- In order to successfully perform the essential functions of this position, the employee is regularly required to work with packaged goods.
- Must be able to lift or move up to 50lbs.
- The work environment for this position includes an office/kitchen environment with a low to high noise level.

SIGNATURES

Supervisor/Date

Employee/Date

Date: 4/24

THE SALVATION ARMY MISSION STATEMENT

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.