



**CITY OF ANKENY IOWA**  
invites applications for the position of:

## Hawkeye Concessions

**SALARY:** See Position Description

**OPENING DATE:** 01/10/23

**CLOSING DATE:** 04/16/23 11:59 PM

**FUNCTION:**

The City of Ankeny is currently seeking responsible individuals to work the concession stand at Hawkeye Park for the Parks and Recreation Department. Position will begin in April.

Position pays **\$13.25/hour** (*subject to approval*). Must be 18 years old. Pre-employment drug screen and background check required.

Weekend hours range from 7:00am - 7:00pm

Weeknight hours range from 5:00pm - 10:30pm

All applicants can submit an [online](#) application to the Parks and Recreation Department as soon as possible.

Please contact the Parks and Recreation Department with any questions at 515-963-3570.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Set up all necessary equipment for youth and adult sports leagues.
- Greet and serve customers in a timely manner with a smile and pleasant attitude.
- Responsible for proper handling of cash sales and assigned register.
- Perform end of shift cash handling procedures and/or closing cash handling procedures as required.
- Face all money correctly in cash drawer.
- Wipe down counters, windows, and equipment throughout shift.
- Stock and display products for sale to patrons and replenish as necessary.
- Maintain a professional appearance.
- Maintain clean uniform while on duty.
- Maintain positive public relations at the sports complex.
- Maintain a clean facility including personal work station and area of assignment.
- Inform supervisor when supplies are needed and if equipment needs repaired.
- Maintain records, reports, and receipts.
- Record all league scores.
- Maintain excellent personal hygiene, including regular hand-washing.
- Ability to work well in a team environment and communicate with other team members effectively and respectfully.

- Prepare concession products according to instructions.
- Clean and sanitize all food service equipment and utensils at close.
- Follow appropriate local and state health department rules and regulations.
- Perform other duties as assigned.

## **ENTRY REQUIREMENTS AND SKILLS:**

- Must be at least 18 years old.
- Able to work nights/weekends as assigned.
- Able to take directions from Recreation Supervisor.
- Able to work as a team player with other staff members.

## **WORKING CONDITIONS:**

- Weekend hours are any time between 7:00 a.m. and 7:00 p.m.
- Weeknight hours are any time between 5:00 p.m. and 10:30 p.m.

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With a population of more than 70,000, Ankeny is one of the fastest-growing cities in the Midwest. Incorporated in 1903, the city is located just north of Des Moines, Iowa's capital city. Ankeny was named one of the Top 100 Places to Live by Money magazine, Bloomberg Businessweek's Best Places to Raise Kids, and Family Circle's Top 10 Best Towns for Families. Ankeny also has been designated a Playful City USA community by KaBOOM!. Ankeny offers an enviable quality of life with pedestrian friendly neighborhoods, numerous recreational and cultural amenities, a thriving business community and access to higher learning. The vibrant community and its leaders are active and engaged. More information can be found at [www.ankenyiowa.gov](http://www.ankenyiowa.gov). The City of Ankeny is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ankenyiowa.gov>

Position #00485  
HAWKEYE CONCESSIONS  
AD

410 West 1st St  
Ankeny, IA 50023-1557  
515-965-6400

[adawson@ankenyiowa.gov](mailto:adawson@ankenyiowa.gov)

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