



City of Ankeny Iowa Hawkeye Concessions

SALARY	See Position Description	LOCATION	1210 NW Prairie Ridge Dr, Ankeny
JOB TYPE	Temporary/Seasonal	JOB NUMBER	00618
DEPARTMENT	Parks and Recreation	OPENING DATE	01/17/2025
CLOSING DATE	Continuous		

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**. Must be 18 years old. Pre-employment drug screen and background check required.

Great hours and work schedules are flexible to work around other jobs and activities. Shifts range from 2 - 8 hours in length. Weekend hours range from 7:00 a.m. - 7:00 p.m. Weeknight hours range from 5:30 p.m. - 10:30 p.m.

Applications will be taken until the positions are filled. Interested individuals should complete the online application at www.ankenyiowa.gov.

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.

WORK ENVIRONMENT:

Schedules are flexible to work around other jobs and activities.

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

Employer

City of Ankeny Iowa

Address

410 West 1st St

Ankeny, Iowa, 50023-1557

Phone

515-965-6400

Website

<http://www.ankenyiowa.gov>