



ReconnectWithNature.org

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POSITION ANNOUNCEMENT

SEASONAL CONCESSIONS AIDE

The Forest Preserve District of Will County is accepting resumes for three (3) seasonal concessions aide positions at Hidden Lakes Trout Farm in Bolingbrook. This position is primarily responsible for working the concessions building at Hidden Lakes Trout Farm.

See the attached Job Description outlining the position duties, education, training, experience, physical/mental requirements, and necessary special requirements. **Cover letter and resume will be accepted until the positions are filled. Anticipated date of hire is no sooner than March 15, 2023.**

Application Procedure - Send a cover letter and resume to:

Donna Suca, Director of Human Resources
Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, Illinois 60433
815.722.5667 (desk)
815.722.3608 (fax)
Humanresources@fpdwc.org

The Forest Preserve District of Will County is an equal opportunity employer.

The Forest Preserve District of Will County does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, the Forest Preserve District will make reasonable modifications to ensure that all people have an equal opportunity. To request this document in large print, audio, or Braille, contact the Director of Marketing and Communications, Sugar Creek Administration Center, 17540 W. Laraway Road, Joliet, IL 60433; comments@fpdwc.org; 815.722.9383 (voice); 800.526.0844 (TDD). Requests should be made at least 48 hours in advance. While the Forest Preserve District of Will County will make every effort to meet requests in a timely fashion, some requests may take longer than others to fulfill. Persons believing that they have been discriminated against by the Forest Preserve District of Will County may file a complaint alleging discrimination with the Forest Preserve District or the Office of Civil Rights, U.S. Department of the Interior, www.doi.gov/diversity.

**FOREST PRESERVE DISTRICT OF WILL COUNTY
JOB DESCRIPTION**

TITLE: CONCESSIONS AIDE – SEASONAL
DEPARTMENT: VISITOR SERVICES
FLSA STATUS: EXEMPT **DATE: 2017**
LOCATION: HIDDEN LAKES TROUT FARM

BASIC FUNCTION

Operate the facility concessions building at Hidden Lakes Trout Farm on weekdays, mornings, evenings and weekends. Convey and maintain safe fishing practices on the water.

ORGANIZATIONAL RELATIONSHIPS

Reports to:

- Facility Concessions Manager

Works closely with:

- Peer Seasonals
- Part Time Concessions Aides
- Operations Staff
- Forest Preserve Police

Supervises:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operate the concessions point of sale register for the sale of all merchandise, concessions items, fishing licenses and rentals.
2. Complete daily opening and closing of the facility, cash handling reports; balance POS cash drawer, and maintain the cash bank and change bank in the safe to ensure there is enough in the drawer for each shift.
3. Maintain the live bait minnow tank.
4. Greet visitors, answer telephones, distribute brochures, and answer visitor questions.
5. Issue picnic permits, issue program registrations, collect fees.
6. Receive and stock facility concession supplies, equipment and program materials, as assigned.
7. Maintain facility brochure supplies.
8. Monitor safety conditions on water and dock.
9. Keep the dock clear of litter and debris.
10. Convey all rules and regulations and maintain adherence to.
11. Assist with District-wide and Department-wide programs, services and special events.
12. Monitor weather conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work independently with minimal direction.
- Cash handling experience and ability to handle large volume of customers
- Ability to work long days, late evenings, early mornings, weekends, and/or holidays.
- Friendly and able to provide excellent customer service.
- Have a clear understanding of customer needs.
- Ability to operate office equipment: POS, printer, phone, fax, copier machine.
- Must be proficient with computers for generating documents and emails, operating reservation system-ActiveNet
- Effective communication skills, both orally and in written form.

TRAINING AND EXPERIENCE

Minimum requirements include:

- High School Diploma or equivalent (GED).
- Six months related experience customer service experience.
- Ability to operate a POS system/cash register.
- Ability to communicate in a friendly, energetic, respectful, and professional manner with the public.
- Must possess and maintain a current and valid Motor Vehicle Operator's license.

WORKING ENVIRONMENT AND CONDITIONS

Work environment characteristics 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.

Physical Requirements – Working the concessions requires applicants to move between sitting/standing/walking for 6-8 hours a day. It is necessary to bend, twist, kneel. Must be able to lift and transport equipment up to 50 lbs., work close to water, handle live bait, and manipulate locks/locking cable systems. Applicants must be able to work early morning 6:00 am shifts effectively and occasional PM shifts to midnight.

Working Conditions: Ability to work mornings, evenings, weekends. Occasional outdoor work on beach and dock areas or within preserve; must be comfortable around water. Must be punctual and dependable. Ability to multitask, work independently as well as effectively with a team.

Hazards: Negligible

PAY RANGE AND ANNUAL SALARY

Pay Range: Seasonal average 300 hours; not to exceed 940 hours annually over a 9 - month period.
Wage: \$15.70 /hour. Weekday, morning, evening, weekend and seasonal holiday work required. 13 hours/week average; possibly more.

Training program and professional development opportunities available. Uniforms provided. For information call 815.727.8700. The Forest Preserve District of Will County is an Equal Opportunity Employer.

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