



ReconnectWithNature.org

17540 W. Laraway Road  
Joliet, IL 60433  
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## POSITION ANNOUNCEMENT

### CONCESSIONS AIDE

The Forest Preserve District of Will County is accepting resumes for 1 part time Concessions Aide at Monee Reservoir in Monee, Illinois. This position is primarily responsible for working the concessions building at Monee Reservoir.

See the attached Position Opening outlining the position duties, education, training, experience, physical/mental requirements, and necessary special requirements. Resumes will be accepted until the position is filled.

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)  
dsuca@fpdwc.org

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Bringing People and Nature Together

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

**TITLE: CONCESSIONS AIDE– PART TIME**  
**DEPARTMENT: VISITOR SERVICES**  
**FLSA STATUS: EXEMPT** **DATE: 2016**  
**LOCATION: MONEE RESERVOIR**

**BASIC FUNCTION**

Operate the facility concessions building at Monee Reservoir, including taking reservations and walk-up services including sales, vending, cash handling, equipment rentals, and reporting. Provide visitor information about Monee Reservoir and all other preserves in District. Dispense concession items including food, live bait and fishing supplies as well as the rental of boats, canoes/kayaks, fishing equipment, tackle, trolling motors. Maintain rental equipment.

**ORGANIZATIONAL RELATIONSHIPS**

Reports to:

- Facility Concessions Manager
- Program Coordinator
- Facility Supervisor

Supervises:

- None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Open, ready, operate the concessions building for customers on weekdays, weekends, early mornings/late evenings and some holidays.
2. Issue District permits, program registrations, camping permits and dog park permits.
3. Operate the concessions point of sale register for the sale of all merchandise, concessions items, fishing licenses, and rentals (including row boats, kayaks, canoes, pedal boats).
4. 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.
5. Maintain the live bait minnow tank.
6. Maintain all equipment and rental items and program materials in good working order including boats, canoes, kayaks, fishing poles, PFDs, oars, trolling motors, and batteries.
7. Assist the education staff with the development and planning of public programs such as the transport or distribution of equipment and program supplies, purchasing supplies, program setup, participant check-in.
8. Work the sled hill and/or front desk at Plum Creek Nature Center (Crete) on occasion as needed for back up.

9. Inventory and reorder concession items per program coordinator approval.
10. Provide customer service to visitors including providing knowledge on District preserves, programs, facilities.
11. Present the District with material on the information board which is current, organized, and readable.
12. Assist the public visiting the preserve or on the phone with customer service requests
13. Respond to public inquiries in a timely and efficient manner.
14. Monitor safety and weather conditions on the dock and water.
15. Convey boating and fishing rules/regulations to rental customers.
16. Provide assistance and direction to seasonal Concession Aides.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Six months related experience in retail business with Point of Sale work with customer service and cash handling experience
- Working knowledge of concessions and sales
- Ability to handle large volumes of customers at a fast pace
- Ability to work varying shifts, weekdays, mornings, evenings, and weekends
- Working knowledge of Microsoft Office programs (Outlook, Word, Excel and Access).
- Excellent organization skills to handle multiple projects.
- Effective communication skills, orally and in writing
- Ability to communicate in a friendly and energetic way with the public.
- Ability to operate office equipment.
- Experience with telephone and computers a must.
- Experience with reservation management software a plus.
- Ability to work shifts independently with minimal direction
- Ability to work collaboratively as part of a team
- Knowledge of fishing and boating a plus

## TRAINING AND EXPERIENCE

Minimum requirements include:

- High school diploma
- Six-months experience as concessions, retail
- Customer service and cash handling experience a plus
- 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.
- Must be punctual and dependable.

## 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. Requires some work out – of- doors in the preserves on and off trail.

Tuesday through Saturday and/or Sunday; typically 18 – 24 hours / week; fewer during winter months.  
Shifts vary from 6a – 2p; 2p – 8p; 8a – 4p.

Program and event support can occur indoors and outdoors in a variety of weather conditions. Must be able to drive to various locations in county on occasion.

Manual Dexterity: Work requires ability to lift on occasion up to 50 lbs.

Physical Effort: Work requires ability to move between sitting, standing, walking for 6 – 8 hours a day, lift and transport watercraft and boating equipment up to 50 lbs, work close to water, handle live bait and manipulate locks/locking cable systems. It is necessary to bend, twist, kneel.

Working Conditions: Occasional exposure to moderately disagreeable weather in the preserves on and off trail, on beach or boat dock. Must be comfortable around and reaching into water.

Hazards: Negligible

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## PAY RANGE AND ANNUAL SALARY

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Pay Range: Grade 5 Hourly: \$15.70/hour

Weekday, morning, evening, weekend, holiday work required.

Permanent part-time not to exceed 940 hours/year in a 12 month period.

Training and professional development opportunities available. Uniforms provided. Opportunity to earn vacation and sick after 3 years employment. Annual performance evaluation with performance-based wage increases. All new employees with the Forest Preserve District of Will County must reside in Will County within a 6-month period from date of hire. All new employees must pass a pre placement screening for illegal drug use and a background check. For more information call 815. 727.8700. The Forest Preserve District of Will County is an Equal Opportunity Employer.  
[www.reconnectwithnature.org](http://www.reconnectwithnature.org)