



Vacancy Announcement
Part Time Concessions Stand Manager
Pay Rate: \$10.00 per hour
Location: I 470 Ballfields

The City of Wheeling is in search of a part time Concession Stand Manager.

The manager performs various functions related to the operation of the concession stands for I470 Ballfields which include games and tournaments. The manager facilitates efficient customer service in the areas of concession sales.

Basic Function and Responsibilities:

- Oversee all operations of the concession stand
- Purchase all food and non-perishable items
- Oversee day-to-day operations of the concession stand
- Supervise Concessions attendants – responsible for training employee, creating efficient and enjoyable work environment. Back-up during busy times for concessions
- Perform end of shift cash handling procedures. Prepare cash deposits

Basic Requirements/Qualifications:

- Must be 18 years of age or older
- Must be able to multi-task and be self-motivated
- Possesses excellent cash handling skills and knowledge of daily sales reporting
- Qualified candidate will be a mature, responsible, dependable individual who enjoys working in a fast-paced environment
- Must be able to lift up to 50 lbs.
- Standing, stooping, and bending for long periods of time
- Must be willing to work a flexible schedule that includes nights, weekends, holidays and special events

Applications must be submitted through the City of Wheeling's applicant portal. You may view detailed job descriptions and complete an application by visiting the City's website at <https://www.wheelingwv.gov/departments/HumanResources> and selecting the "current job openings" link.

The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.