



POSITION ANNOUNCEMENT

CONCESSIONS AIDE

The Forest Preserve District of Will County is accepting resumes for part-time Concessions Aide at Monee Reservoir in Monee, Illinois. This position is responsible for working at the concessions building at Monee Reservoir and staffing Plum Creek Nature Center on scheduled weekends.

See the attached Position Opening outlining the position duties, education, training, experience, physical/mental requirements, and necessary special requirements. Resumes will be accepted until **February 21, 2025**.

Application Procedure: Send a cover letter and resume to:

Veronica Frausto-Sarwark, Director of Human Resources
Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, Illinois 60433
815.722.5669 (desk)
815.722.3608 (fax)
humanresources@fpdwc.org

The Forest Preserve District of Will County does not discriminate against individuals based on 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 Superintendent of Public Affairs, 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

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3. Complete daily concessions reporting: cash handling reports, balance POS cash drawer, and maintain the drawer cash reserve.
4. Make external bank runs, as needed, to maintain usable change bank for concessions sales.
5. Inventory and stock concession items per Facility Concession's Manager. Make recommendations for ordering.
6. Maintain all equipment, rental items and program materials in good working order including boats, minnow tank, canoes, kayaks, fishing poles, PFDs, oars, trolling motors, and batteries.
7. Monitor safety and weather conditions on the dock and water. Convey boating and fishing rules/regulations to rental customers.
8. Provide assistance and direction to seasonal Concession Aides.
9. Perform administrative support duties such as entering concessions inventory item into the database, managing the on-site change bank, completing equipment inventory and safety inspections, and/or purchasing supplies as assigned and under the direction of the Facility Concession's Manager.
10. Issue District rental permits, program registrations, camping permits and dog park permits.
11. Assist 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.
12. Serve as a member of the Plum Creek Nature Center front desk pool. This includes working the sled hill, staffing events and/or front desk at Plum Creek Nature Center (Beecher) for weekend staffing and back up.
13. Respond to public inquiries on the phone or in person in a timely and efficient manner including information on District preserves, programs, facilities.
14. Attend facility, departmental, and District staff trainings and meetings.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of concessions and sales
- Ability to handle large volumes of customers at a fast pace

- Ability and willingness to work varying shifts, weekdays, mornings, evenings, and weekends
- Working knowledge of Microsoft Office programs (Outlook, Word, Excel, and Access)
- Ability to communicate in a friendly and energetic way with the public
- Ability to operate office equipment
- Experience with telephones and computers a must
- Experience with reservation management software a plus
- Ability to work independently with minimal direction
- Ability to work collaboratively as part of a team
- Knowledge of fishing, boating, and nature a plus
- Ability and willingness to commute across Will County for events and meetings
- Must be punctual and dependable

TRAINING AND EXPERIENCE

Minimum requirements include:

- High school diploma
- Six months experience in customer service - concessions, retail
- Six months related customer service experience
- Experience with Point-of-Sale and cash handling
- 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. Requires some work outdoors in the preserves, on and off trail.

Tuesday through Sunday; typically, 18 – 24 hours/week; fewer during winter months.
Shifts vary from 6:00 am – 2:00 pm; 2:00 pm – 8:00 pm; 8:00 am – 4:00 pm.

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

PAY RANGE AND ANNUAL SALARY

Pay Range: Grade 5 Hourly: \$17.50/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.

Benefits: Vacation and sick time in accordance with the employee handbook, employee assistance program, option to purchase supplemental life insurance, and option to elect deferred compensation plans.