

POSITION AVAILABLE
(CONCESSION COORDINATOR)

Colleton County Government is accepting applications for the position of Concession Coordinator in the Recreation Department. The successful candidate will under general supervision manage the Recreation Department's concession stands. Duties will include but is not limited to:

- Ordering supplies and stocking inventory
- Supervising personnel/volunteers (scheduling, instructing, assigning, reviewing and planning the of staff)
- Opening and working stands for operation (serving customers, preparing food, taking orders, operating registers)
- Closing stands (balancing cash registers, preparing deposit paperwork and securing cash receipts)
- Performing other related duties as requested

Requires a high school diploma and one to two years of experience in a food service facility preferably with supervisory experience and cash handling; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities. Must have driver's license and good driving record. CPR and First Aid certification required within one year of employment. Pre-employment drug screen and a satisfactory background check also required.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488 or email resume to jobs@colletoncounty.org. The position will remain open until filled. Only qualified candidates will be contacted for an interview. Colleton County Government is an Equal Opportunity Employer.

GRADE: 8

ANNUAL SALARY RANGE: \$29,108 to \$35,051 (DOQ)

FULL-TIME

SC STATE RETIREMENT & INSURANCE