

WORCESTER COUNTY JOB OPPORTUNITIES
Worcester County Department of Recreation & Parks
6030 Public Landing Rd
Snow Hill, MD 21863

DEPARTMENT: RECREATION AND PARKS

JOB TITLE: PROGRAM MONITOR FOR CONCESSIONS - PART TIME/TEMPORARY

COMPENSATION: PART TIME/TEMPORARY- GRADE 8/STEP 8- \$18.69/HOUR

WORK LOCATION: SHOWELL PARK, NORTHERN WORCESTER ATHLETIC COMPLEX IN BERLIN, SNOW HILL RECREATION CENTER, OR JOHN WALTER SMITH PARK IN SNOW HILL

WORK SCHEDULE: HOURS WILL VARY BY TOURNAMENT, BUT ARE USUALLY IN THE EVENINGS AND WEEKENDS

APPLICATION PERIOD: UNTIL FILLED

REPORTS TO: RECREATION FACILITY SUPERINTENDENT

JOB SUMMARY: It is the responsibility of the Concessions Program Monitor to help supervise, oversee, manage, and clean the concession stand area in conjunction with the Concession Stand Supervisor and Recreation Facility Superintendent. The successful Concessions Program Monitors assist in a variety of duties to enhance the enjoyment of all special event participants and concession stand customers.

GENERAL REQUIREMENTS:

- Pre-employment background check
- Must be at least 16 years or older and have reliable transportation
- Must be able to work at any or all of the following locations: Showell Park, Northern Worcester Athletic Complex in Berlin, Snow Hill Recreation Center, or John Walter Smith Park in Snow Hill
- Must be available in the evening and on weekends- hours will vary by tournament

ESSENTIAL POSITION DUTIES:

- Greets all participants and the general public in a friendly and courteous manner
- Provides general recreation and parks information to the public
- Helps supervise, oversee, manage, and work the concession stand as assigned
- Sets up and cleans up all necessary equipment for the concession stand
- Makes sure the concession stand is ready to open to the public upon the designated time; food is prepared, supplies are replenished, all areas are clean, etc.
- Monitors the concession stand during the program/special event to make sure that all participants and customers are behaving in a safe, responsible manner
- At times, other duties may include helping supervise, oversee, and manage recreation sports programs. In addition, this position is to help clean the restrooms as needed. This is in conjunction with the Recreation Facility Superintendent
- Notifies the Concession Stand Supervisor, Recreation Facility Superintendent, or Recreation staff on duty of any progress or problems during the event
- Collects payments, gives receipts, and deposits all money for all fees received (if necessary for special events). Must be able to count and give back correct change
- Assists with cleaning duties including but not limited to Recreation facility and restrooms
- Promotes the Worcester County Recreation programs to the public in a positive manner

- Follows accident and incident procedures as outlined in the emergency procedures manual for part-time staff
- Maintains a professional attitude at all times
- Cross train and back up other staff as needed.
- Establish and maintain harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Comply with safety programs, procedures training, fire drills, COOP plans, etc. and work safely
- Ensure confidentiality of information and records and comply with record retention schedule
- Adhere, support, and enforce Worcester County Government Personnel Rules & Regulations
- Perform all other duties as assigned

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

MENTAL EFFORT:

- Exhibits the ability to solve practical problems that may include a variety of variables with limited standardization and the ability to interpret instructions
- Exhibits mathematical calculations involving addition, subtraction, multiplication, and division
- Follows verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers
- Applies acquired knowledge to increasingly varied and complex tasks

PHYSICAL EFFORT:

- Performs light work, which includes exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently and exerting a negligible amount of force constantly to move objects
- Possesses vision clarity from a distance up to and beyond 20 feet. Possess the ability to judge distance and space relationships, to be able to see objects where they actually are. Must be able to stand the entire shift

MACHINES, TOOLS & EQUIPMENT:

- Possesses the basic ability to carry and set up concession equipment

WORKING CONDITIONS:

- Possesses the ability to work in a hot gym, concession stand, and/or field environment with an average noise level
- Possesses the ability to travel throughout the County to work satellite concession stands; all programs and events do not take place at the Worcester County Recreation Center

EDUCATION, EXPERIENCE, AND TRAINING:

- Must be at least 16 years or older and have reliable transportation
- A criminal background check and child abuse clearance must be performed for employment
- Possesses the ability to become familiar enough with details of the job to do it reasonably well within 2 weeks or less
- Dresses and acts appropriately at all times, serving as a positive role model for youth

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Medium Work; Constant viewing, hearing, talking, and lifting up to 25lbs; Frequent standing, carrying, pushing, pulling, walking and lifting and moving of objects up to 25lbs; Rarely up to 50lbs. Known hazards include risks associated with heat, humidity, noise, poor ventilation, slippery and uneven surfaces, weather and vibration. Work environment involves everyday risks typical of such places as parks, playgrounds, and swimming pools. Environment may also involve Exposure to adverse, inclement weather conditions.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.