



Vacancy Announcement
Part Time Concession Stand Attendant
Pay Rate: \$8.75 per hour

Location: Grandview, South Wheeling, Warwood, Wheeling Island, I 470 Field Complex

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

Basic Function and Responsibilities:

- Ability to provide excellent guest service while working in a very fast-paced environment
- Serve food and beverages to customers in a very fast-paced environment
- Proper cash handling including, greet and service guests at the registers, taking orders, and accepting payments, handling cash, debit and credit cards
- Prepare bills for food, using cash registers, calculators, or adding machines; and accept payment and make change
- Insure all sanitation procedures are followed relating to all local licensing regulations

Basic Requirements/Qualifications:

- Must be 15 years of age or older
- Must utilize customer service skills to meet the needs of the guests with a positive attitude
- Must be able to multi-task and be self-motivated
- Must be able to communicate clearly and congenially with patrons
- 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 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.