



## Greater Toledo Inline Hockey League

<b>Job Title:</b>	Concessions / Pro Shop Attendant	<b>Job Category:</b>	Operations
<b>Location:</b>	Toledo, Ohio	<b>Travel Required:</b>	Ottawa Park Ice Rink
<b>Salary Range:</b>	\$10.00 Per Game	<b>Position Type:</b>	Contractor
<b>HR Contact:</b>	Amanda Poskonka	<b>Date posted:</b>	March 31 <sup>st</sup> , 2017
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	June 1 <sup>st</sup> , 2017
<b>External posting URL:</b>	www.GTIHL.com		
<b>Applications Accepted By:</b>			
<b>E-mail (Preferred):</b> <a href="mailto:Board@GTIHL.com">Board@GTIHL.com</a> <b>Subject Line:</b> Rink Manager Application <b>Attention:</b> GTIHL Board Members		<b>Mail:</b> GTIHL Board Members P.O. Box 519 Sylvania, Ohio 43560	
<b>Job Description</b>			
<p><b>Role and Responsibilities</b></p> <p>The concessions / pro shop attendant reports to the Executive Board of the Greater Toledo Inline Hockey League. This is a paid seasonal position. The concessions / pro shop attendant is responsible for overseeing the concession / pro shop area. Their responsibilities include, but are not limited to: pre-event setup, event day operations and event specific closing/ check-out. The primary functions of this position is to provide hospitality, handle cash, practice safe and sanitary food handling and a general follow of all Greater Toledo Inline Hockey League policies and procedures. The concessions / pro shop attendant shall accurately inform customers of products available for sale while demonstrating the proper use of registers by following proper procedures. This contracted position is primarily an indoor position requiring excellent customer service and organizational skills.</p> <p>The concessions / pro shop attendant may be required to work some unusual hours, such as days, weekends, evenings and holidays. This person must have the ability to make responsible decisions in all areas.</p> <p>This position is considered contracted and is temporary due to its seasonal nature.</p> <p><b>Qualifications and Education Requirements</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent not required but preferred</li> <li>• Must be able to work flexible hours</li> <li>• Must be able to work weekends and holidays</li> </ul> <p><b>Preferred Skills</b></p> <ul style="list-style-type: none"> <li>• Computer Skills; Proficiency in Microsoft Office</li> <li>• Excellent written and verbal communication skills</li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	