



## **Seasonal Concessions Aide**

Forest Preserve District of Will County

**Contact Name:** Donna Suca  
**Contact E-mail:** dsuca@fpdwc.org  
**Contact Phone:** 8157225667  
**Closing Date:**  
**Salary:** \$15.70/hour

### **Description:**

Operate the facility concessions building at Hidden Lakes Trout Farm on weekdays, mornings, evenings and weekends.

Operate the concessions point of sale register for the sale of all merchandise, concessions items, fishing licenses and

rentals. Complete daily opening and closing of the facility, cash handling reports; balance POS cash drawer, and maintain the

cash bank and change bank in the safe to ensure there is enough in the drawer for each shift.

Maintain the live bait minnow tank. Greet visitors, answer telephones, distribute brochures, and answer visitor questions.

Issue picnic permits, issue program registrations, collect fees. Receive and stock facility concession supplies, equipment and program materials, as assigned. Maintain facility brochure supplies. Monitor safety conditions on water and dock. Keep the dock clear of litter and debris.

Convey all rules and regulations and maintain adherence to. Assist with District-wide and Department-wide programs, services and special events. Monitor weather conditions.