

Carousel for All Children

Seasonal Job Description

POSITION: Assistant Carousel Manager

LOCATION: Staten Island, New York

STATUS: Part-Time /Variable Weekdays and Weekends

HOURS: up to 24 hours a week

SALARY: \$_____per hour (*after completion of the NYCDOH Food Protection Course*)

REPORTS TO: Senior Carousel Manager

POSITION OBJECTIVES: To maintain a healthy and efficient carousel operation by supervising carousel associate staff in their duties, handle the financial interactions at the food court, gift shop and ticket stand, and insure the welfare of all who visit the Carousel for All Children.

RESPONSIBILITIES/ACTIVITIES:

- Support the Senior Carousel Manager in the day-to-day operation of the Carousel for All Children
- Open and close the carousel to the public
- Set-up the daily cash banks for the food court, gift shop and ticket booth; closing out banks at the end of the day
- Supervise the carousel associates; checking timesheets, sales and customer service
- Maintain safe handling of food at the food court
- Maintain the safe operation of the carousel during hours of ridership
- Maintain the cleanliness of the area in and around the food court, gift shop, ticket booth and carousel
- Interface with and supervise rental events at the carousel, both during hours of operation and afterhours for exclusive rental
- Ensure timely, thorough and accurate reporting of any issues or concerns that arise on site and relate them to the senior carousel manager
- Foster and enhance strong relationships with carousel staff, Greenbelt Conservancy staff, Park's Dept. staff and the general public

QUALIFICATIONS:

- Ability to take and pass the NYC DOH Food Protection course and obtain the food handling license
- Ability to communicate and work collaboratively and effectively with others
- Ability to commit to a flexible work schedule, including evenings and weekends
- Ability to do simple math and handle the carousels cash banks
- Proficiency in identifying, analyzing and solving problems
- Demonstrate ability to manage multiple responsibilities, and perform well under pressure
- Ability to manage time, work independently, and provide customer service to all who visit the carousel
- Must be able to lift up to 25 lbs. without difficulty, and stand and work on your feet for long periods of time

TO APPLY:

E-mail cover letter, resume including reference, and carousel application no later than Friday, March 17, 2017 to:

markowski@sigreenbelt.org

The Greenbelt Conservancy

Attn: Marie Markowski

200 Nevada Avenue

Staten Island, New York 10306

Phone: 718-667-2165