



# VILLAGE OF KIMBERLY

Holly M. Femal

515 W. Kimberly Avenue

COMMUNITY ENRICHMENT DIR.

Kimberly, WI 54136

P 920-788-7507

[hfemal@vokimberlywi.gov](mailto:hfemal@vokimberlywi.gov)

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The Village of Kimberly Parks and Recreation Department is searching for enthusiastic and responsible seasonal employees to join our team for the summer! Seasonal positions with Kimberly Parks and Rec are a great fit for students looking for summer employment with flexible scheduling and opportunity for advancement each summer. Additionally, seasonal positions are a great opportunity for students, retirees, or professionals with summers off to work outside in the summer with evenings off!

The Sunset Beach Swim Facility annually hosts over 13,000 patrons throughout the swimming season and hundreds of dogs during the Bark at the Beach season end swim event. The concession stand processes hundreds of transactions throughout the summer and the admissions desk processes each entrant to the facility. We require exemplary customer service for our facility highlighting professionalism and accuracy.

Please take a moment to learn more about the positions we have available for the summer before applying. We look forward to seeing your application which can be located on the Village's employment webpage here:

<https://www.vokimberly.org/information/employment-opportunities/>

Please contact the Parks and Recreation office with any questions you may have via phone 920-788-7507 or email at [streets@vokimberlywi.gov](mailto:streets@vokimberlywi.gov) OR [hfemal@vokimberlywi.gov](mailto:hfemal@vokimberlywi.gov) .

## Seasonal Concessions/Cashier – Sunset Beach Swim Facility

**SALARY RANGE:** \$11.33/hr. starting pay

**ADDITIONAL BENEFITS:** Paid training, flexible scheduling, excellent experience builder, great team atmosphere

**MINIMUM AGE RESTRICTION:** 14 years old minimum with ability to obtain a work permit

**REPORT TO WORK LOCATION:** Sunset Beach Swimming Facility, 1010 Fulcer Ave.

**TYPICAL HOURS:** Sunset Beach is open to the public 12 p.m. – 6 p.m. Monday – Saturday and 12 p.m. – 5 p.m. on Sundays AND early morning shifts for early season Bark at the Beach M-F, 7 a.m. – 9 a.m.- any fair-weather day throughout the summer. We are subject to weather-related closures. Cashiers can expect to work 2 – 4 days per week depending on availability and desire for hours. Weekend and holiday availability is a must.

**SEASON DETAILS:** Sunset Beach is open the first Friday of the Kimberly School District summer break and closes for the people swimming season August 16<sup>th</sup> followed by Bark at the Beach dog swimming season. Upon hire, required staff training will be held Sunday, May 17<sup>th</sup> starting at 9 a.m.

**ESSENTIAL JOB FUNCTIONS:** Cashier and Concession employees manage admissions and inventory through a computer program called RecDesk, they process credit cards, sell season passes, day passes, and concession items. Answer incoming calls on the Sunset Beach office phone, take messages, or direct calls to the appropriate party. Perform a daily cash balance with accurate records of all information. Enforcement of all admission rules as the front line of safety at Sunset Beach. Efficient communication with management concerning operations is a must.

**ADDITIONAL JOB FUNCTIONS:** Assist with water safety procedures as needed identified in the beach standard operating procedures, assist with facility maintenance including maintaining a clean and neat work area. Training on these job functions is provided.

**QUALIFICATIONS:** Previous experience in concessions, a position with responsibility or cash handling preferred.