

Agency: North Dakota Parks & Recreation Department

Class Title: Marina Concession Supervisor

Location of Position: Fort Stevenson State Park

Status: Extended Seasonal – up to 6 month employment

Salary Range: \$13.00 to \$17.00 per hour. To include health insurance benefits.

Recruitment: Internal & External

Closing Date: March 01

Minimum Qualifications: Requires a high school diploma and job experience or college degree in food service management, business management or related field.

Following skills preferred:

- Working knowledge of Microsoft applications
- Effective time management and multi-tasking abilities
- Excellent writing and oral communication skills
- Excellent Customer Service skills
- Ability to plan and schedule work assignments as well as train, supervise, and evaluate subordinate staff
- Food Service knowledge and skills
- Development of effective relationships with marina and concession clients

Summary of Work: Responsible to park manager for performing marina oversight; food service operations, concession administration; concession and marina maintenance. Will supervise seasonal employees in performance of these programs.

Comments: Requires valid ND drivers license with ability to operate motor vehicles; operate a food service that meets with all ND rules and regulations. Will be required to work evenings, weekends, and holidays. This position requires obtaining Health Department food safety certification; to include a background check.

Application Procedures: To apply, submit a resume, letter of application and SFN #10950 to: Dorothy Streyle, N.D. Parks and Recreation Department, 1600 E Century Ave, Suite 3, Bismarck, ND 58503-0649. Applicants claiming veterans preference must submit Form DD214 with the completed application and those applicants needing accommodation with the application and/or interview process should call the ND Parks and Recreation Department at (701) 328-5357 or the North Dakota Job Service TDD 1-800-438-2513. Application must be postmarked by March 01, 2011.

Application forms can be obtained over the Internet at <http://www.nd.gov/hrms> Applications may be faxed (701-328-5363) or e-mailed to dstreyle@nd.gov but **must** be followed with a signed hard copy.

For more information about the North Dakota Parks & Recreation Department please visit our website: <http://www.parkrec.nd.gov/> **For more formation about state employment benefits click here:** <http://www.nd.gov/hrms>

Equal Opportunity Employer: The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.