



County of Amelia, Virginia

## **JOB OPPORTUNITY**

*Amelia County Parks and Recreation Department*

### **Athletic Field/Concession Crew Member**

Candidate primarily will maintain County athletic fields and assist with preparation, maintenance, and set-up, break-down and clean-up of field and facilities for games/events. Will perform in-field mound and home plate area repairs, drag/mark/paint fields and operate equipment for field maintenance for baseball, softball, soccer, and football fields and Parks and Rec facilities. Performs food preparation, collect fees, and open/close for Parks and Recreation Concessions. Position may require some heavy lifting.

### **Concessions/Office Assistant**

Candidate primarily will perform food preparation and open/close for Parks and Recreation Concessions. Collect fees. Operate cash register. Clean/sanitize facility areas. Knowledge of food service skills preferred but not required. Will train. Perform general office duties: answer phone, data entry, type correspondence, file/copy/fax/scan and other duties as needed. Knowledge of Word and Excel preferred but not required. Will train. Must be team player. Current driver's license valid in Virginia is required. This is a part-time, year-round position. Flexible work schedule.

Must be team player. Current driver's license valid in Virginia is required. These are part-time, year-round positions with a flexible work schedule. Complete application online at [www.ameliacova.com](http://www.ameliacova.com) or County Office. Application must be **returned to the County Administrator office**, 16360 Dunn Street, PO Box A, Amelia, VA 23002. Equal Opportunity Employer.