

CONCESSION STAND MANAGER

REPORTS TO: High School Principal

ESSENTIAL FUNCTIONS:

Responsible for successful operation of managing concession stand for all high school sporting events, currently to include: Varsity Football, Volleyball, Girls/Boys Basketball, and Wrestling contests.

Revenue, cash handling, training of staff/students on procedures, and all training of equipment to use

Conduct monthly inventory

Generate weekly food order

Maintain all food locations to a high standard of cleanliness and efficiency.

Develop and maintain a professional, friendly atmosphere

Maintain quality of food and service

Maintain and enforce Health Department guidelines

DESIRED MINIMUM QUALIFICATIONS:

Must be dependable and able to accept constructive criticism.

Must have excellent leadership and training skills.

Must have great customer service skills.

Must have good cash handling ability.

Must have a valid driver's license.

Must have the ability to lift 50 lbs.

Must be able to work in extremes of weather conditions.

Must have flexible work schedule. (weekends, holidays, special events)

Must be able to work around some chemical hazards such as cleaning agents and pest control materials.

High School equivalent, or previous experience in management of a fast food operation.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside, but some duties will be performed outside, including recess, field trips, etc. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for safety, well-being, and work output of students.

The noise level in the work environment is usually moderate.

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PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on: June 9, 2010

Revised on: