

SUPPORT SERVICE POSITIONS (CONCESSION MANAGER)

Qualifications

1. Has prior food service or management experience.
2. Can read and understand records of past events and schedules.
3. Can prepare proper amounts of food for events based on past events.
4. Can wait on customers quickly and politely and can make change quickly and accurately.
5. Can correctly assemble, operate, disassemble, and clean all concession equipment needed to perform duties. Can change pop tanks, syrup bags in a box, or gas tanks.
6. Can correctly schedule staff for all events.
7. Be able to get along and communicate well with concession staff, school staff, and customers.
8. Be in good health and physically able to perform duties.

Responsibilities

1. Implements and maintains a record for all concession events. Information recorded will include sales (by stands and total sales), staffing schedule, amount of popcorn, hotdogs, BBQs, donuts, hot chocolate and coffee used, comments, and any other pertinent data. Notebook will be furnished by the Huron public schools and is the property of the Huron public schools. Notebook will be given to school nutrition director at the end of each sport season to be checked.
2. Supervises all personnel under his/her direction.
3. Constructs and utilizes work schedules for concession personnel. Schedules will be made following staffing guidelines and past records. All state events and big or unusual events will be discussed with the school nutrition director. Schedule veteran workers if possible before scheduling new workers.
4. Implements and enforces state and local health regulations.
5. Develops positive rapport with administrators, faculty, staff, students, and customers.
6. Adapts to current trends in the food service industry.
7. Orders foods in quantities that match needs.
8. Is knowledgeable of all aspects of the concession business.
9. Maintains inventory control system and fills out or is sure an inventory sheet is filled out for each event.

10. Checks, totals, and signs all time sheets. Turns time sheets into school nutrition director by the first of the month or the first work day of the month.
 11. Checks all invoices with food received. Checks prices on invoices with price on inventory sheets. Turns in bills around the first of each month.
 12. Takes a physical inventory at the end of each month, extends it, totals it, and turns it in to the school nutrition director.
 13. Insures proper operation and maintenance of equipment.
 14. Keeps work area and equipment clean.
 15. Follows the policy handbook as published by the school district.
 16. Administers school policies that relate to the food service department.
 17. Copes with and solves personnel problems.
 18. Knows and follows federal child labor laws.
 19. Has student or adult job applicants fill out a job application, check references, and review applicants with school nutrition director before hiring new staff.
 20. Makes salary recommendations for the next year.
 21. Assumes other duties that may be assigned.
- * Supervises all adults and student concession workers and is supervised by the school nutrition director.