

## JOB DESCRIPTION CONCESSIONS COORDINATOR

Objective: Responsible for the concessions related activities within the association to include revenue generating sales and service to the membership and community of food and beverages on behalf of the association.

### Responsibilities:

- Identify a Co-Coordinator and present for Board Approval.
- Recruit and identify membership of a committee to the Executive Board.
- Responsible for ensuring an updated concessions stand safety policy is in place and communicated to all concessions shift manager and committee members.
- Update and maintain a concessions operations procedure document that details the flow of operations including food preparation and equipment usage.
- Work towards a smooth transition of operations from Lacrosse to the Association at the end of their season and the beginning of ours.
- Responsible for Teen Helper registration and training.
- Ensure the monitoring of Shift Managers by concessions committee members to ensure that they are following guidelines and are supported so as the concession stand is operating safely, efficiently and effectively.
- Establish a fair and equitable scheduling of team/squad coverage for all practices and games shifts. This involves working closely with the program coordinators from cheer and football to align with their schedule.
- Ensure adequate, but not excessive quantities and varieties of food and beverages are ordered and on hand for stand operations.
- Ensure hours of operation are established and maintained to provide reasonable levels of service for members before, during and after practices and games. Typically, be open at least fifteen minutes before and after the first and last practice. And be open thirty minutes before the first game of the day running through the third quarter of the last game of the day.
- Strive to finish out the season with zero inventories, while considering the service aspect of the operations during the last home games and practices.
- Must monitor closely and report on all financial matters relating to concessions operations, including; purchases, inventory, revenues and profits/losses by shift, daily, weekly and annually.
- Support the annual budgeting process in conjunction with the Treasurer, Coordinators, Equipment Manager, Vice President and President.
- Work with Cranberry Township Parks & Recreation Facilities to ensure an adequate shutdown of the concessions stand at the end of the season.
- Attend all Board and General Association Meetings.
- Vote on appointments of coaches, appointed chairs and matters that come before the Board and General Meetings.
- Institute, document, monitor and emphasize best practices for the role.

Skills Required: Communication, Interpersonal, Delegation, Organizational, Computer