**Concession Manager**

Reports to – Athletic Director and Building Principal

Terms of Employment – All home High School/Middle School athletic events except football

To assure the smooth, efficient operations of the concession stand

**PERFORMANCE RESPONSIBILITIES**

1. Order, stock and maintain inventory of concession stand.
2. Reconcile all transactions of purchasing, sales, receipts. Prepare deposits.
3. Document profit/loss.
4. Staff and organize concession area for each event. Provide adult or responsible student workers.
5. Maintain a clean, presentable work environment.
6. Ensure health precautions/standards are maintained.

**PHYSICAL DEMANDS**

The work is performed while standing

**MINIMUM QUALIFICATIONS**

1. Certified Staff Person

2. Ability to read/write/speak English and to understand directions, both written and oral

3. Interest in foodservice, children and in the school program.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee