### DAWSON SPRINGS INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

### CLASS TITLE: CONCESSIONS COORDINATOR Class Code: 7295

**BASIC FUNCTION**

Responsible for the daily duties of the concession stand including but not limited to: food prep, customer service, cash handling, inventory control, merchandise and supply purchasing, restocking, and facility upkeep.

**DUTIES AND RESPONSIBILITIES**

* Food prep and service in accordance with Health Dept. regulations and guidelines.
	+ Correctly operating all foodservice equipment.
	+ Proper food handling procedures.
* Cash handling
	+ Accurate count of start up and ending monies.
	+ Accurate change counting and sales transactions.
	+ Follow all Red Book procedures as required.
	+ Maintain accurate documentation as required by policies and guidelines.
	+ Complete a Cost Analysis/Profit & Loss Statement for each season: Fall, Winter & Spring.
* Coordinate concession worker schedules by collaborating with Athletic Director.
* Communicate with other staff and customers in a courteous and professional manner.
* Inventory control
	+ Complete weekly inventory sheets.
	+ Daily restocking of merchandise.
* Facility Upkeep
	+ Daily and continuous cleaning of concession stands and equipment.
	+ Daily trash removal from concession stands.
* Any other related duty as assigned.

**DESIREABLE QUALIFICATIONS**

Responsible, courteous, good communication skills, accurate cash handling skills, good work ethic and ability to work without close supervision. Must possess a sense of pride and accomplishment with ones work.

**SUPERVISION**

Reports directly to the Athletic Director and building Principal.

Employee Signature Date

Revised