



Concession Stand Manager Job Description

Summary: The manager performs various functions related to the operation of the Concession Stands for all Gilbert Athletics functions include school games and tournaments. The manager facilitates efficient customer service in the areas of concession sales and event admittance.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Oversee all operations of the concession stands.
 - Create volunteer schedule.
 - Determine menu and pricing for the season.
 - Purchase all food and non-perishable items.
- Oversee day-to-day operations of the concession stands, which may include:
 - Opening procedures for stand operation
 - Training volunteers to operate cash drawer as well as prepare food
 - Close stand at event end
 - Perform end of shift cash handling procedures. Ensure dual control is maintained in preparing cash deposits.
 - Ensure all concession areas have proper displays and merchandise.
- Oversee volunteer scheduling and administrator for volunteer sign-up website.
- Ensure dual control is maintained in preparing cash deposits, and deposits are made in timely manner. Work closely with GABC Board Treasurer in regard to banking needs for operation.
- Supervise Concessions Assistant – responsible for training employee, creating efficient and enjoyable work environment. Back-up during busy times for concessions.
- Prepare monthly report for Gilbert Athletic Boosters Club (GABC) Board of Directors board meetings regarding operations, expenses and income and maintenance requests.
- Work closely with Concessions Committee for assistance with operations and volunteers.
- Maintain clean work area. Bring concerns and maintenance items to board meetings. Ensure all concession areas have proper displays and merchandise.
- Track expenses and income. Work with Board Accountant regarding inventory requests.
- Responsible for working all Gilbert athletic functions, including Middle School and High School events. Also responsible for coordinating concessions at tournaments held throughout the year.

Hours may vary, depending on sports season and number of events scheduled in a week. Expect to work 15 – 20 hours/week, including evenings and occasional weekends. Must be able to lift 50 pounds.

Pay is \$15/hour, plus items from Tiger Shop at cost.

Position reports to GABC Board President.

To submit your resume or other inquiries, please contact Amy Mesenbrink at Amy.Mesenbrink@ FNBames.com.