

CONCESSION STAND SUPERVISOR

POSITION SUMMARY:

The supervisor performs various functions related to the operation of the Concession Stands for all Word in Action functions such as practices, games and tournaments. The supervisor facilitates efficient customer service in the areas of concession sales and customer service. Requires great customer service skills, positive attitude, food preparation, assist in preparing area for day to day operation, and responsible for accurate counting and balancing all transactions.

POSITION DUTIES and RESPONSIBILITIES:

- Oversee day-to-day operations of the concession stands.
- Prepare Purchase Order for all food and submit to the Finance Office.
- Opening and Closing procedures for stand operation.
- Accurately count and balance cash drawer.
- Responsible for training employee, creating efficient and enjoyable work environment.
- Perform end of shift cash handling procedures. Ensure dual control is maintained in preparing cash deposits.
- Oversees all cleanliness and sanitation of stand, and maintain clean work area.
- Ensure all concession areas have proper displays and merchandise.
- Effective communicator to employee's and management.

PHYSICAL EFFORT: This position requires stooping, lifting, standing and walking.

WORKING CONDITIONS: Works mainly with other concession stand attendants and the general public.

MINIMUM REQUIREMENTS:

- Possess leadership ability, a pleasant personality and neat and clean appearance.
- Must be reliable and responsible.
- Basic math ability to accurately count and handle money.
- Supervises and assists employee's in the setup of concession stand.
- Good organizational skills.
- Basic working knowledge of food and beverage prep.

WORK SCHEDULE: Hours may vary, depending on sports season and number of events scheduled in a week. Expect to work 20 – 25 hours/week, including evenings and weekends.

