

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Assistant to the Concession Supervisor

QUALIFICATIONS

1. High school diploma.
2. Knowledge of basic bookkeeping principles.
3. Ability to work without constant supervision.
4. Ability to work well with staff, parents, and students.

REPORTS TO Activities Director

JOB GOAL Provide assistance to the concession supervisor with events as needed - HS and MS football and track; HS volleyball, basketball, wrestling, soccer, softball, and baseball.

PERFORMANCE RESPONSIBILITIES

1. Order/purchase supplies/food to operate concession stand as needed.
2. Turn in all receipts of purchases to the Activity Director.
3. Follow pre/set up of concession stand for events as needed.
 - a. stock all pop coolers
 - b. ice coolers if needed
 - c. set out all candy/inventory
 - d. set out food/inventory
 - e. popcorn/hot dogs/nachos/grill prep and clean up
 - f. condiments/supplies
4. Clean concession stand after events as needed.
5. Move supplies/inventory between concession stands at end of seasons.
6. Check that all coolers are functioning properly/keeping cold.
7. Check that all needed supplies are in the concession stand.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on June 13, 2011

Revised