

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE 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 To assure that concessions are available for events as needed - HS and MS football and track; HS volleyball, basketball, wrestling, soccer, softball, and baseball.

PERFORMANCE RESPONSIBILITIES

1. Prepare, communicate, and mail concession work schedules to Athletic Director, sports representatives, coaches, parents, and students.
2. Order/purchase all supplies/food to operate concession stand.
3. Turn in all receipts of purchases to the Athletic Director.
4. Keep regular inventory/usage of all food and supplies.
5. Follow daily pre/set up of concession stand.
 - 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
6. Clean concession stand daily after all events. Clean concession stand prior/ending of all seasons.
7. Move supplies/inventory between concession stands per event.
8. Set prices and post for public.
9. Check that all coolers are functioning properly/keeping cold.
10. 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 April 13, 1992

Revised July 14, 2003