

Job Description

Taylor County Board of County Commissioners

JOB TITLE: Seasonal / Part Time Concession Manager

EXEMPT (Y/N):	No	UNION (Y/N):	No
SALARY LEVEL:	Pay Grade 3	WORKERS COMP:	9102
LOCATION:	Sports Complex	DEPARTMENT:	Engineering
EMPLOYEE NAME:		SUPERVISOR:	Director
PREPARED BY:	Human Resources (AC)	DATE:	12/15/09
APPROVED BY:	County Administrator	DATE:	12/15/09

SUMMARY:

This position is responsible for concessions management on a seasonal/part-time as needed basis to oversee and coordinate all concession building usage at the Taylor County Sports Complex. The concessions manager shall be an energetic, self starter with good communications skills. Must be able to work calmly in a high stress environment and possess excellent customer service skills. Food preparation, menu development, inventory control, quality control, equipment maintenance, special event planning and miscellaneous programs are some of the responsibilities required of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Concession Manager's duties and responsibilities shall generally include overseeing operation, maintenance and any usage of the concession buildings located at the Taylor County Sports Complex facility. Such Coordination will extend to working directly with County Officials, personnel and Inmate work crews as well as public and private sports league representative and various other citizen groups or individuals. Other duties more specifically include, but are not limited to the following:

- Adhere to food service safety and sanitation standards
- Facilitate Daily Report of Event Sales and Proceeds with Finance Department
- Notify Taylor County Maintenance Personnel of Building, Plumbing or Electrical Issues
- Perform general cleaning and litter pickup in and around Concession Building and Restrooms
- Make trips to retailers to purchase products on a routine basis, such as Sam's, Winn-Dixie, etc.
- Supervise, Schedule and Train Volunteers for Concession and Admission Gate staffing
- Supervise Community Service or Trustee Works and Department of Correction Inmate Crews.
- Validate Admission through numbered ticket sales
- Perform daily cleaning and maintenance of concessions equipment

- Clean and stock paper products in concession and restroom facility as needed
- Create and maintain an annual budgeting, ordering and inventory system
- Work multiple evening and weekend hours
- Provide excellent customer service
- Refer all questions or problems not defined by standard practice or established procedure to immediate supervisor
- Perform other duties as required

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Concession Manager's must work without close supervision and only with occasional guidance and check. Follow standard practices in the performance of routine work and address any event related issues such as locked doors, equipment operation, insufficient supplies, injuries, disturbances. In the event of an injury or disturbance, the Concession Manager shall notify local Law Enforcement authorities.

Concession Manager must be able to communicate professionally with local vendors. Must be able to fill out written financial and inventory reports and possess excellent customer service skills when communicating with coaches, parents and officials.

EDUCATION/EXPERIENCE:

Education equivalent to high-school education and one year experience in customer service and food industry. Concession Manager shall possess or receive ServSafe Sanitation certificate or equivalent within 6 months of beginning employment. Salary for this position will be commensurate with experience and education.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must successfully pass a physical exam by the Medical Director.
- Required to talk and to hear.
- Required to stand, walk, sit, reach with hands and arms, and stoop and kneel.
- Frequently required to lift and/or move heavy items when loading and off-loading supplies.
- Must be able to operate a motor vehicle and John-Deere Gator.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job requires working in an environment with continuous exposure to several disagreeable elements or factors; especially cold or hot conditions. Frequently in an unpleasant environment with exposure to factors such as temperature variations, fumes, grease, dirt, etc. This may cause periods of discomfort or a noticeable risk of accident.

Concession Manager will be responsible for operation, maintenance and supervising use of several food preparation equipment such as, but not limited to: Gas grill, crock pot, deep fryer, ice machine, microwave, icee slush machine, fountain drink/CO2 system, popcorn machine, cash register and other concession related equipment not listed.

This position will work frequently with, in and around Volunteer groups, Community Service or Trustee Works and Department of Correction Inmate Crews.

PERFORMANCE CONSIDERATIONS:

Poor customer service and day to day operations of Concession Building will directly impact the revenue brought in and adversely affect the facility budget and performance evaluations.

PREFERRED CRITERIA:

- Multiple years of Food Service employment in management level position with responsibilities of worker management and inventory
- Knowledge of financial techniques involved in daily sales and inventory accounting
- Knowledge and experience with food preparation equipment operation