

**CITY OF SPEARFISH
JOB DESCRIPTION
CONCESSION COORDINATOR**

JOB SUMMARY:

The Concession Coordinator will work under direct supervision of the Recreation Administrative Coordinator. Concession Coordinator will be responsible for managing the concessions operations at the Recreation and Aquatics Facility including food and beverage inventory management, ordering product, concession employee supervision and scheduling. Concession Coordinator will be responsible for reconciliation of inventory and revenue.

ESSENTIAL FUNCTIONS/MINIMUM PERFORMANCE STANDARDS:

The Concession Coordinator will:

1. Scheduling employees for work at concession operations.
2. Abide by and enforce staff compliance of the South Dakota Department of Health guidelines and food safety standards.
3. Assess food and beverage inventory and place orders with vendors.
4. Check in food and beverage delivery orders for accuracy and acceptable product delivery conditions.
5. Accounting for change funds for concession operations.
6. Completing accurate deposit forms for depositing money from concession operations.
7. Quality control for concessions operations and workers.
8. Coordinating food preparation and planning of party rental areas.
9. Learn and follow all City established safety practices and personnel policies.

The Concession Coordinator will perform all other duties as specified by his or her supervisor(s).

In Absence, Duties Performed by: Recreation Administrative Coordinator; city staff members as assigned, as experience and training allow.

Cross Train: Concession Assistant

Minimum Qualifications, Training, or Experience to Start:

- Supervisory skills required.
- Food service industry experience required.
- Possess a valid driver's license.
- Follow oral and written orders
- Ability to establish and maintain an effective working relationship with employees and the general public.
- Must have knowledge of accounting procedures in handling large sums of money.
- Possess excellent public relation skills.
- Must be at least 18 years of age.

- Evening, weekend and holiday work.
- High School diploma or GED equivalent.
- Agree to background check.

Physical Requirements: Are being established.

rev. 1/09

ACKNOWLEDGEMENT OF DESCRIPTION

Job Title: Concession Coordinator

Reports to: Recreation Administrative Coordinator

Supervises: Concession Assistants

Employment Status: Temporary, hourly

Additional Requirements:

Concession Coordinator must be available to work from Memorial Day through Labor Day.

Hours: Scheduled work week may include up to forty (40) hours per week, Evenings, weekends and holidays, Sunday – Saturday.

I acknowledge that I have received an exact copy of this job description; that it has been fully explained to me; and that I understand the duties required for my position. I further understand that these standards will be the basis of my training and evaluation.

Employee Signature and Date

Supervisor Signature and Date