



Concessions Coordinator Job Description

Summary: The Concessions Coordinator performs various functions related to the operation of the Concession Stands for all Bay Area Athletics functions including games and tournaments. The Coordinator facilitates efficient customer service in the areas of concession sales, stocking, managing funds and clean up.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Oversee all operations of the concession stands (Football, Volleyball, Basketball and Soccer).

- Create schedule for volunteer workers at each JH/HS home event including Homecoming
- Determine food items and pricing for the season (Head of School will approve pricing)
- Purchase all food, drinks and non-perishable items
- Coordinate purchasing, delivery and payment for Chick fil a

Oversee day-to-day operations of the concession stands, which may include:

- Opening procedures for stand operation
- Training volunteers to operate cash drawer as well as prepare food.

- Close stand at the end of the event.
- Cleanup after each event (Football, Volleyball, Basketball & Soccer)
- Perform end of shift cash handling procedures. Ensure dual control is maintained in preparing cash deposits.
- Ensure all concession areas have proper displays and visible pricing
- Ensure dual control is maintained in preparing cash deposits, and deposits are made in timely manner to BACS Finance. Work closely with BACS Finance in regard to banking needs for operation. [1]
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Responsible for working all BACS athletic functions (Football, Volleyball, Basketball & Soccer). Including Junior High and High School events. Also responsible for coordinating concessions at tournaments held throughout the year. Hours may vary, depending on sports season and number of events scheduled in a week. Position reports to the Athletic Director.