



Job Description: Concessions Manager



General Description: To oversee all concessions for athletic events at MLHS. To provide a friendly face and tasty food in an effort to enhance our Titan Family gatherings.

Qualifications:

The concessions manager will:

1. Demonstrate a love for our Titan family and Christian education.
2. Have experience in food handling or concessions.
3. Have strong interpersonal skills.
4. Be knowledgeable of MLHS and supportive of Christian education through athletics.
5. Have received food service training, or be willing to do so.
6. Have a passion for athletics and be able to work closely with the Athletic Director and Food Service Coordinator.
7. Be an active member of the WELS or is supportive and understanding of the MLHS mission.
8. Possess a minimum of a high school diploma or GED.

Duties:

The concessions manager will be responsible to:

1. Order/Purchase all necessary food and non-food supplies, including pop and candy as well as the other menu offerings.
2. Shop personally for any items that cannot be ordered via Gordons or the candy or bread supplier or local grocery pickup.
3. Develop and maintain the Concessions Menu by setting appropriate pricing with the concept of fund raising in mind and comparable to restaurant pricing.
4. Prep the kitchen or outdoor concessions stand for the shift along with the volunteer helpers.
5. Cook for the home games &/or recruiting and training regular cooking help.
6. Oversee the parent volunteers during their designated shifts.
7. Clean-up/Shut down of the kitchen and equipment along with the volunteer helpers following the games (grill and fryers cleaned, trash emptied, floor swept, dishes washed, surfaces disinfected)
8. The Concessions Manager, in conjunction with the Athletic Director, determines appropriate menu offerings on any given night based on the likely number of expected fans, the time and number of games or any special activities connected to the athletic contest, or the amount of help or lack of help.
9. The concession stand is open for the length of time that the Athletic Director recommends.
10. The staffing of the concessions stand is taken care of by the Athletic Secretary. This is normally two at the counter and one fry or grill cook.
11. Recruit additional volunteers as necessary.
12. Handle and deposit money according to school policy.

Reports to: Athletic Director

Supervises: Parent Volunteers, Spectators

Key Relationships: Athletic Director, Food Service Coordinator, Athletics Secretary, Parents, Principal

Pay Matrix Column: D

Estimated Hours: This is a part-time position; approximately 300 hours per year. The athletic department secretary will be under the direct supervision of the Athletic Director of MLHS.

Term of Service: Reviewed each school year.

Approved by the Board of Directors of Michigan Lutheran High School on