

Summary: The Concessions Manager performs various functions related to the operation of the concession stands for all Horseheads Central School District functions including athletic games and marching band events. The concessions manager facilitates preparedness of the concession stand and efficient customer service in the areas of concession.

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

- **Oversee all operations of the concession stands:**
 - Create volunteer schedule in conjunction with the Director of Athletics and Physical Education.
 - Determine menu and pricing for each season.
 - Purchase all food and non-perishable items in conjunction with the Director of School Lunch and Varsity H extracurricular club. Evaluate supply and demand and adjust purchasing as necessary.
 - Maintain inventory records of all food and supplies purchased.
 - Program point of sale and cash handling systems.
 - Ensure food safety and sanitation practices are followed.
 - Assist with the preparation of a profit and loss statement for events.

- **Oversee day-to-day operations of the concession stands, which may include:**
 - Develop opening and closing procedures for stand operation. Open and close stand at each event.
 - Train volunteers to operate POS system/cash drawer
 - Assist with training for food preparation, in conjunction with the Director of School Lunch.
 - Perform end of shift cash handling procedures. Ensure dual control is maintained in preparing cash deposits. Ensure all deposits given to Central Treasurer in a timely manner.
 - Ensure all concession areas have proper displays and merchandise.
 - Maintain clean work area. Bring concerns regarding maintenance items to the attention of the Director of Athletics and Physical Education and the Director of Facilities.
 - Ensure all concession areas have proper displays and merchandise.

Hours may vary, depending on sports season and number of events scheduled in a week. Expect to work an average of approximately 15 hours per week, including evenings and weekends.

Annual stipend of \$6,000

Position reports to Director of Athletics and Physical Education

Please submit your letter of interest and resume to Charles DeTaeye, Director of Athletics and Physical Education, by Thursday, September 24th.