

RCJOUA Softball Concession Stand Coordinator Position

Concession Stand Coordinator: The coordinator performs various functions related to the operation of the Concession Stands for Parkview Softball Complex. The manager facilitates efficient customer service in the areas of concession sales.

Requirements:

- Coordinator will staff and pay five employees to run the concession stand nightly, plus two additional tournaments.

Responsibilities:

- Oversee day-to-day operations of the concession stands, which may include:
 - Opening procedures for stand operation.
 - Training staff to operate cash drawer as well as prepare food.
 - Close stand at event end.
 - Perform end of shift cash handling procedures. Ensure dual control is maintained in preparing cash deposits.
 - Ensure all concession areas have proper displays and merchandise.
 - Purchase all food and non-perishable items.
 - Ensure Inventory is completed bi-weekly to ensure proper stock is on hand for weekly Operation and Tournaments
- Work with the Concession Stand Committee on monthly reports regarding operations, expenses and income.
- Ensure dual control is maintained in preparing cash deposits, and deposits are made in timely manner. Work closely with RCJOUA Softball Board Treasurer regarding banking needs for operation and Tracking expenses and income.
- Work with the Concession Stand Committee in the development and implementation of concession stand setup and closing procedures.
- Maintain clean work areas. Bring concerns and maintenance items to the RCJOUA Softball Concession Stand Committee. Ensure all concession areas have proper displays and merchandise.
- Performs other duties as required or deemed necessary by the board of directors.

If you are interested, please contact Stephen Vernon at stephen.vernon@k12.sd.us