

CITY OF GRANGER
Concession Stand Manager Position Description
(Temporary)

Hours: Hours may vary, depending on sports season and number of events scheduled in a week. Expect to work 10 – 15 hours/week, including evenings and weekends.
Season: April - October
Wage: based on experience
Age: 18 years of age and older

Purpose of Position:

Plans, directs and organizes various functions related to the operation of the Concession Stands for all Granger Parks and Recreation and Little League activities.

Reports to:

Parks and Recreation Director

Duties/Responsibilities:

- Oversee all operations of the concession stands.
- Oversee volunteer scheduling and administrator for volunteer sign-up website.
- Determine menu and pricing for the season.
- Train and supervise concessions volunteers in their assigned job responsibilities.
- Organize concession events and ensure that each concession station is stocked and staffed.
- Assist in inventory management and control activities.
- Oversee cash management tasks and prepare cash and sales reports as needed.
- Educate staffs on cities policies and procedures.
- Follow and enforce federal, state and local regulations.
- 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 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.
- Works with Director to purchase equipment and supplies.
- Ensure dual control is maintained in preparing cash deposits, and deposits are made in timely manner.
- Prepare monthly report for Parks and Recreation Director regarding operations, expenses and income and maintenance requests.
- Maintain clean work area.
- Track expenses and income.
- Prepares staff time cards and files with appropriate personnel by Sunday each week.

Required Knowledge, Skills and Abilities:

- Ability to establish and maintain effective working relationships with employees and public.
- Ability to exercise good judgment and common sense in any given situation.
- Knowledge and ability to follow the directives of Parks and Recreation Director.
- Certifications as needed for food industry.
- Must pass all aspects of a background check.
- Ability to walk, stand, climb, stoop, talk, hear, grasp and lift (50 lbs.) in any given situation.

Ability to work indoors/outdoors in conditions where temperatures may reach 100 degrees or more for more than an hour.

Ability to supervise children & adults and be responsible for their welfare.

How to Apply:

Submit your resume or application by email: grangerparksrec@gmail.com or drop off at City Hall 1906 Main Street, Granger.

Signature: _____

Effective Date: May 2016

Date: _____

Revised: March 6, 2019