Concessions Worker/Coordinator

Department: Athletics  
FLSA Status: Non-Exempt  
Grade/Level: TBD  
Work Schedule: Seasonal/on demand  
Job Status: Part time/seasonal  
Reports To: Athletics Director  
Amount of Travel Required: No travel required  
Positions Supervised: Student workers

PURPOSE: Under the direction of the Athletics Director, the Concessions Worker/Coordinator manages all aspects of concessions for all five athletic programs at the college.

MAJOR RESPONSIBILITIES:

- Responsible for requesting, receiving, counting and returning gate and concessions money to the appropriate supervisors.
- Responsible for opening and closing all concessions facilities for all 5 programs involved in the Northeast Texas Community College Athletic Department.
- In charge of maintaining a schedule for student workers as assigned to the athletic department specifically for concessions.
- Work with and supervise these workers during on-campus athletic events.
- Responsible for maintaining, ordering, and stocking the concessions facilities with the necessary products.
- Responsible for the cleanliness and functionality of the concessions facilities.

Competency Statement(s)

- Communication - Ability to communicate verbally and in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Reliability - The trait of being dependable and trustworthy.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
QUALIFICATIONS:

**Education:** High school diploma/GED required.

**Experience:** Previous experience in concessions related fields preferred. Prior experience in balancing cash related business operations, stocking and organizing inventory, and ability to oversee small work staff preferred.

**Skills and Abilities:** This position requires regular use of organizational and math skills. Also, physical work, such as moving boxes of food and drinks, is required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very quiet.

**Physical and Mental Requirements**

Ability to maintain concentration level while dealing with interruptions. Attention to details, with emphasis on accuracy in data entry. Capable of giving, receiving, and analyzing information, formulating work plans, and articulating goals and action plans. Walking; standing; good listening skills; lack of mental impairment; frequent decision making ability. Ability to lift, carry, or move objects up to 100 pounds.

This position is responsible for working both inside and outside in the performance of their duties and will require standing for significant periods of time and late night hours as necessary.

SIGNATURES:

Concessions Worker/Coordinator __________________________ Date __________________

Athletic Director __________________________ Date __________________

Vice President for Administrative Services __________________________ Date __________________

Director of Human Resources __________________________ Date __________________

President __________________________ Date __________________

JOB DESCRIPTION DEVELOPED: 2011
Reviewed: 8/2011
Revised: