

PROFESSIONAL STAFF POSITIONS

(Concession Director)

Qualifications

1. The concession director shall be a high school graduate. A person with a four-year degree in home economics, food and nutrition or business administration. He/she shall have two years of experience in food service.
2. He/she shall be knowledgeable in cost accounting and budgeting, and be able to analyze operating reports.
3. He/she shall be knowledgeable in the concession business and have past experience in this area.
4. He/she shall have had experience in managerial roles in personnel and public relations -- parents and students.

Appointment

1. The concession director's position will be assigned with another administrative position.
2. The annual period of service shall be concurrent with the number of days as specified with the director's primary responsibility and shall include additional time prior to the start and after the end of the school year.
3. The director's immediate supervisor is the business manager.

Duties

1. He/she shall plan, organize, direct, control, and evaluate the school concession programs at the arena, Tiger Stadium, and the high school, subject to approval from the superintendent or the business manager and the board.
2. He/she shall be responsible for the staffing and supervision of the concession activities.
3. He/she shall train and supervise/evaluate staff in customer relations, fast and efficient service, sanitation, and proper food handling.
4. To help plan for future events, he/she shall maintain accurate records of all events.
5. He/she shall maintain inventory sheets by each concession stand.
6. He/she shall meet with concession manager regularly to discuss staffing, merchandising, quality control, and staff development.
7. He/she shall insure that money from sales is counted after each event, locked in money bags, and secured in a safe spot for overnight keeping.

8. He/she shall be responsible for proper storage of food and other supplies in addition to maintenance and inventory of equipment.
9. He/she shall recommend policies for equipment replacement and aid in its selection by preparing bid specifications.