



Concessions Coordinator Job Description

Purpose of Position

The Concessions Coordinator enhances the experience of Des Moines Christian-hosted events through the management of all aspects of organizing and operating the concession stands. This position purchases and manages the concessions inventory as well as maintains concessions facilities and equipment. The Concessions Coordinator will need to be available by phone for questions that come up during the event but will not need to be present at the event.

Position

- Part-time, schedule is seasonal according to sports and activity seasons
- This position can be filled by one person or can be done as a job share by two individuals (either at the same time or by season).
- Hourly, at-will

Reports to: Food Service Manager

Qualifications

- High School Diploma or GED
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.
- Ability to lift 30-40 pounds.

Professional Profile

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem solving skills.
- Ability to work collaboratively with other departments.
- Strong attention to detail and organization skills.
- Self motivated and takes initiative.
- Effective verbal and written communication skills.
- Demonstrated ability to adapt to changing priorities.

Responsibilities

Concession Product and Equipment Management

- Product Management
 - Orders and/or picks-up products (food, beverages and supplies) from approved vendors.
 - Organizes product delivery and maintains an inventory system.
 - Ensures concessions products are ready and available.



- Menu Management
 - Works with Manager to price items appropriately to cover expenses.
 - Works with Manager to determine menus based on product availability and prior item success.
 - Prepare menus to print and display electronically.
- Equipment and Facilities Management
 - Prepares concession facilities for operation at the start of each season, and closes down facilities at the end of each season.
 - Monitors concessions equipment and supplies for any maintenance needs.
 - Ensures equipment is cleaned as needed.

Administrative Duties

- Maintains written processes for workers to follow when running concessions.
- Maintains regular communication with Athletics and Student Activities staff.
- Submits invoices or receipts to Accounting.
- Works with Manager to understand revenues and expenses of the program to ensure profitability.
- Meets with the Food Service Manager to review program operations.
- All other duties as assigned.

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