

Concession Stand Coordinator Supplemental Position

The Concession Stand Coordinator supports the athletic program by managing concession services at school-hosted athletic contests, contributing to memorable experiences for fans and guests. The Concession Stand Coordinator is responsible for overseeing all aspects of the concession stand operation, including inventory management and volunteer coordination to cover all school-hosted athletic contests. This role involves purchasing and managing volunteers. This role requires collaboration with the High School Principal and Athletic Director.

Essential Job Functions

- Maintain accurate inventory records for all concession items.
- Monitor and order inventory to ensure adequate stock for all home games.
- Coordinate purchasing and pickup for concession supplies.
- Maintain cash boxes and ensure accurate accounting of sales transactions.
- Train and schedule volunteers for the concession stand during home games.
- Willingness to work additional hours during peak periods or special events, if volunteers are not available.