



**MISSISSINEWA COMMUNITY SCHOOLS**  
**Concession Stand Manager**

**Summary:** The manager performs various functions related to the operation of the Concession Stands for all Mississinewa High School & RJ Baskett Athletics functions including school games and tournaments. The manager facilitates efficient customer service in the areas of concession sales and event admittance.

**Responsibilities:** Other duties may be assigned.

- Oversee all operations of the concession stands
  - Create volunteer schedule
  - Determine menu and pricing for the season
  - Purchase all food and non-perishable items
- 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 internal control is maintained in preparing cash deposits
  - Ensure all concession areas have proper displays and merchandise
- Oversee volunteer scheduling and administrator for volunteer sign-up website
- Ensure internal control is maintained in preparing cash deposits, and deposits are made in timely manner; work closely with Business Manager or designee in regard to banking needs for operation
- Supervise Concessions Assistant (if needed)– responsible for training employees, creating efficient and enjoyable work environment, and serving as back-up during busy times for concessions
- Prepare monthly report for MCSC Superintendent’s Office and MCSC Board meetings regarding operations, expenses and income and maintenance requests
- Maintain clean work area; bring concerns and maintenance items to Director of Maintenance or Superintendent; ensure all concession areas have proper displays and merchandise
- Track expenses and income; work with Director of Business or designee regarding inventory requests
- Responsible for working all Mississinewa High School and RJ Baskett athletic functions in addition to coordinating concessions at tournaments held throughout the year

Hours may vary, depending on sports season and number of events scheduled in a week. Expect to work 15 – 20 hours/week, including evenings and occasional weekends. Must be able to lift 50 pounds.

Pay is \$11/hour during events, plus 15% of all profits above \$20,000.00

Position reports to Administrative Assistant for Central Office.

*It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)*