

**Coffeyville Recreation Commission**  
**Concession Manager**  
**\$9-\$12 Hour**

**DUTIES:**

Responsible for the following two weeks prior to opening of Stand:

Thorough cleaning of all concession stand; Be sure all stands are adequately supplied with all concession items needed (napkins, food boats, condiments, utensils) as well as cleaning items/supplies; preparation of chili for all stand with a two week supply for each location; checking of all equipment to be sure it is working properly, reporting any malfunctions immediately to the Director; time sheets at each location, complete with employee name; contacting Concession Suppliers to order product for all stand; communicate with Director in the event of any problems.

**GENERAL:**

Responsible for notifying Director of any unusual events or disputes that arise.

Responsible for notifying Director of any equipment malfunctions or repairs that are needed.

Responsible for all invoices being turned in on a weekly basis to the CRC Office manager.

Responsible for all Beverage and Food orders including service that is necessary.

Responsible for distributing all starting bags to each worker.

Responsible for hiring, training, and evaluating all concession workers, hiring with approval from Director.

Responsible for scheduling all concession workers.

Responsible for purchase and distributing of all concession supplies.

Concession area must be kept clean at all times (floor swept, counters clean, etc.)

Workers are to arrive 45 minutes prior to schedule opening time.

Be sure that all workers dress appropriately and are clean and presentable. No sandals.

All hair that touches the shoulders must be kept pulled back.

Hands must be kept clean and washed as often as possible.

All spills must be either wiped up or mopped with disinfectant immediately.

All food products must be kept cooked ahead of order.

No opened Food is to be left out overnight – refrigerate or keep in air-tight container.

**Use of gloves is mandatory to handle all food products that are not pre-packaged.**

Proper use of cash register including voids, paid outs, changing date, “z”ing out, etc.

Excessive shortage/overages will be closely monitored and an excessive amount of either can result in termination.

All monies shall be rung up on register as soon as it is received.

No checks, no charges.

Being sure all employees thoroughly clean all equipment every night, take out trash, sweep and mop floor with disinfectant, put away all foods that need refrigerated, wash all dishes and utensils.

Popcorn popper must be cleaned every night including the outside of the kettle.

No storage of food products on the floor.

Work quickly and be as courteous as possible.

Never leave cash register or cooking equipment unattended.

Report all equipment problems to Director immediately.

All Deposits made on a nightly basis.

**CRC EMPLOYEES ARE ONLY ONES ALLOWED IN CONCESSION STANDS!  
EXCEPTION: DIRECTORS AND OFFICIALS GETTING SUPPLIES. NO NON-  
CONCESSION WORKERS OR CHILDREN ALLOWED IN STAND DURING  
OPERATIONS.**

**REQUIREMENTS:**

**Valid Driver's license**

**Certified in CPR and First Aid (CRC will pay to Obtain)**