

# **CONCESSIONS COORDINATOR**

## **MITCHELL ATHLETIC BOOSTER CLUB**

### **JOB EXPECTATIONS:**

Concessions coordinator position reports to the Board of Representatives of the Mitchell Athletic Booster Club (MABC). The MABC Treasurer is the main point of contact for communication.

### **PRIMARY JOB DUTIES:**

- 1. Responsible for ordering, stocking, and re-stocking for the concessions items, i.e. candy, beverages, popcorn, salt, oil, popcorn bags, hot dogs, buns, nacho cheese, candy, chips containers, chips, pizza, condiments, napkins, etc. For a larger event such as the Wrestling Invite, must coordinate the baked potatoes, BBQ, fruit, rolls, coffee, etc. Must be available on event days to purchase/replenish concession items as needed.**
- 2. Responsible for set up of the concessions area at least 30 minutes prior to the start of the event.**
- 3. Responsible for final clean-up of area when the event is over. The last shift of workers will assist in this process. All food, beverages, etc. must be properly stored and locked up at the end of the event.**
- 4. Must provide clear instructions for the workers at each station regarding, preparation of nacho cheese, hot dogs, location of supplies, clean up duties, etc. When shift changes take place, review station expectations so workers know best practices.**
- 5. First volunteers that arrived will be designated their duty stations by the coordinator and as they arrive to the remaining stations.**
- 6. Clean-up checklist will be made available to workers to assist in completing the duties at the end of the event.**
- 7. Communicate with MABC Officers, MHS Activities Director, and volunteers in a professional manner.**

## **JOB SPECIFICATIONS:**

- 1. Essential physical requirements: Should be mobile in order to access all areas of the Mitchell School District Facilities. Lifting, reaching, standing, holding, pushing and pulling objects up to 50 pounds may also be required.**
- 2. Essential Technical/Motor Skills:**
  - Communicates clearly
  - Excellent organizational skills
  - Attend and present concession report at MABC meetings as required
  - Good manual dexterity for grasping, etc.
- 3. Essential Cognitive Skills: Must be able to evaluate situations, exercise sound judgment in decision making and communicate solutions for any possible problems. Must be able to organize and plan effectively.**
- 4. Interpersonal Skills: Must demonstrate skills in organization and communication and execute accordingly.**
- 5. Experience: Not required.**
- 6. Exposure to Hazards: Hot surfaces and other kitchen equipment used in course of job duties.**
- 7. Hours of Work: As outlined in job duties according to current athletic calendar.**
- 8. Salary: To be negotiated yearly. For school calendar year 2020-2021; Each event is paid at the rate of \$100 with a maximum pay out of \$100 a day excluding special events to be outlined. Payroll taxes will be taken out. Salary payable on a schedule through ELO. Remaining salary otherwise payable in full by June 30, 2021 and when debit account is reconciled. Additional requirement is that year-end inventory and clean-up is done. If an event is cancelled no payment will be issued. Current event schedule is located on the Sign-Up-Genius and subject to change.**
- 9. Special Events are defined as follows with the designated rates:**
  - Kernel Bowl \$200
  - Jerry Opbroek Wrestling \$150
  - Corn Palace Relays \$150
  - Special Olympics Basketball \$200
  - CPAC Volleyball \$150
  - Other events can be determined as assigned.

10. Two MABC volunteers will dual count the money both at the start of the event and at the end. Start-up money will be \$500 for smaller events and \$1,500 for larger events. The start-up money will be taken out at the end and given to the concessions coordinator(s) for the next event. Deposit slip will be completed and signed by the two MABC volunteers. A picture of the deposit will be sent to the Treasurer and the deposit delivered by the MABC volunteer or concessions coordinator(s) to the bank for deposit. Night deposit is available.
11. Petty cash in the amount of \$800 is kept by the concessions coordinator(s) in order to be used for currency exchanges for events.
12. A separate expenditure account/debit card in the amount of \$1,000 will be managed by the concessions coordinator(s) and reconciled on a basis to be determined by the treasurer, coordinator(s) and ELO if appropriate. Coordinator(s) will maintain all receipts for submission.
13. Coordinator(s) will determine if one or both will work the event. Rate is divided equally between the two if they both work. If two events/sports are occurring at the same time in different locations, coordinators will be paid for each event accordingly.
14. For non-booster club events (i.e. Mega Gymnastics) the concession coordinator(s) will submit a bill for their cost of services through the MABC at a rate to be determined based on the hours worked for the event.
15. Coordinator(s) will report the events that they have worked to the treasurer for payment on a schedule to be determined by the coordinator(s) and treasurer.

Contracts to be evaluated and signed by the end of June each calendar year.

The below signature validates the contract until June 30<sup>th</sup>, 2022 .

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Signature/Date (Concessions Coordinator)

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Signature/Date (Concessions Coordinator)

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**Signature/Date (MABC President)**

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**Signature/Date (MABC Vice-President)**

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**Signature/Date (MABC Treasurer)**