City of Batesville
Job Description
Job Title: Concession Manager

Exempt (Y/N): NO
Shift: Varied
Department: Parks
Supervisor: Jeff Owens
Prepared By: Jeff Owens

Dot Code:
Location: Parks and Recreation Office
Employee Name:
Date: 1-30-2017

Summary: This position is responsible for inventory control, staff management, ordering and managing supplies of the 7 concession stands throughout the Batesville Parks and Recreation Department.

Essential Duties and Responsibilities include the following, but are not limited to:

Inventory – Manager determines which items to sell and at what price. The responsibility for ordering goods for delivery rests with the stand manager in most cases. For smaller stands, such as many youth sports leagues, the concession stand manager purchases items in bulk at a warehouse club to stock the shelves. At a larger stand, such as sports venues, the stand manager typically does not order the merchandise but must review the inventory and sales reports to spot sales trends and occurrences of shoplifting or employee theft.

Staffing/Supervising – When concession stand will have paid employees, the manager creates the schedule to meet the staffing needs based on a projected number of visitors to the venue. Other responsibilities include assisting in the process of interviewing, hiring and training employees, planning, assigning and directing work, addressing complaints and solving problems.

Training – The concession manager holds training sessions and prepares manuals or posters to guide workers about each facet of working in the stand. Training includes opening and closing procedures, food preparation techniques to ensure safety of food, cleaning responsibilities, operating the cash register, what to do in case of emergency.

Cleaning – The cleanliness of a stand represents a key responsibility for the manager. Workers must clean all cooking surfaces at the end of each day. Dishes and cooking utensils should not sit in the sink or on the counter for long periods of time, especially not over night.

Monitoring Money – The manager is responsible for charting sales each day and keeping track of revenue and expenses. They have the task of depositing money in the bank and guaranteeing that the stand has enough cash and coins to operate each day.

Qualifications Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of
the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and / or Experience:**
High School Diploma or equivalent
At least one year of prior supervisory or management experience preferred.

**Language Skills:**
Ability to respond to common inquiries or complaints from parents, sponsors, or the administrators of the grants which help to fund the program. Ability to create presentations and write articles for publication. Ability to effectively present information to top management and public groups.

**Computer Skills:**
Ability to enter information, create reports, and locate information in a database. Enter digital photographs and manipulate them to create flyers and posters.

**Certificates, Licenses, Registrations:**
Current Arkansas Driver’s License

**Other Skills and Abilities:**
Ability to interface well with citizens, fellow employees, and city officials.

Ability to work effectively in a team environment.

Ability to effectively supervise.

Ability to complete Assigned projects with a minimal amount of direct supervision.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and reach with hands and arms. The employee frequently is required to walk and talk or hear. The employee must occasionally lift objects weighing 20 pounds.

**Work Environment:** The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with the disabilities to perform the essential functions.

While performing the duties of this job, the employee will work inside as well as in outdoor weather conditions. Due to the outdoor work necessary the employee may be exposed to wet, and / or humid conditions.